

2025
(Nov-Dec)

Name of the VTC: Desktop Publishing-I (243.2)

Full Marks: 60

Time: 3 hours

A. Instructions.

1. Component I: Lab Report/ Field Report/Project Report (Marks 20)

**2. Component III:
Demonstration/Experiment/Performance/Presentation/Identification/Technique Preparation (Marks: 30)**

3. Component II: Viva Voce (Marks: 10)

B. Attempt any one of the following sets (Total: 30 marks)

Component-III

Set 1

- a) (i) Create a table as shown below using Word Processor and apply shading in the first and second row and first column and save the file in a folder on the desktop named as Set-1. **(3)**

Students Mark sheet			
Name	English	Maths	Science
Raj	70	45	75
Seeta	75	55	80
Priya	60	30	55
Rahul	55	35	40
Akshat	45	40	55

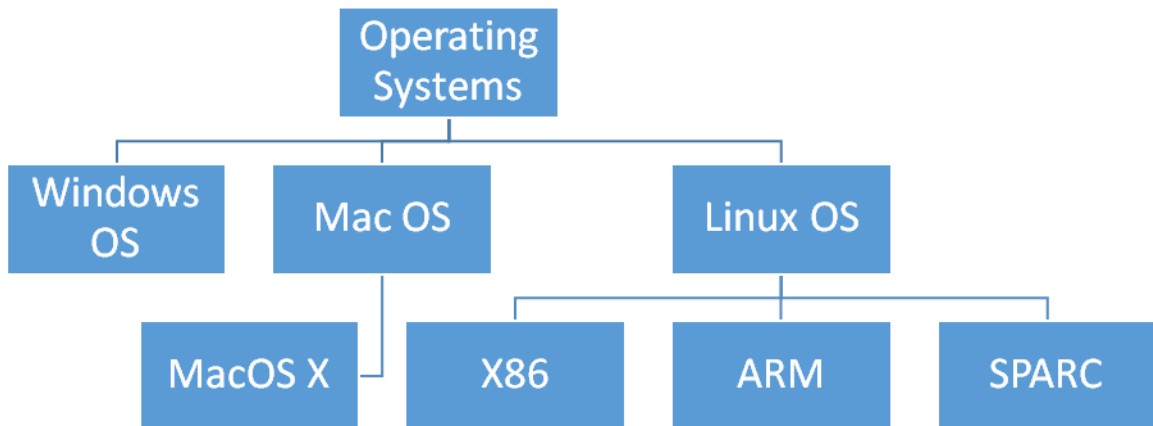
- ii. Format the page layout as follows: (2)
 Top & Bottom margin of 1.2 inch each and Right and Left margin of 2.0 inch each.
- iii. Merge the cells in the first row of the table and center align the text. (2)
- iv. Insert a row with value "Ahaan" in the column named as "Name" above "Priya". (1)
- v. Insert "Social Studies" column to the right of the "Maths" column. (1)
- vi. Insert Water Mark "Students Mark sheet" for the page. (1)

b) Perform the following calculation in a spreadsheet.

Items	Price	Quantity	Total Sales
Laptop	20000	2	
Monitor	35000	1	
Printer	45000	3	
Laptop	30000	4	
Monitor	25000	2	
Printer	40000	3	

- i. Calculate the **Total Sales** using formula. (2)
- ii. Find out the **Total Sales of all Laptop items** using Function. (2)
- iii. Using Function, find out **the Total Sales of all Monitor items**. (2)
- iv. Find out **the Average Quantity of Printer** using function. (2)
- v. Shade the first row, and apply **Algerian** font to the text. (2)

c) (i) Prepare an Organization Chart Presentation with the following SmartArt. (2)



- i. Fill the **Title Shape** with any Style, use **Arial Black** font and **Triangle Up** Transform. (2)
- ii. Apply 3D Cartoon SmartArt style and choose any colourful range. (2)
- iii. For Picture, give Glass Artistic style, Bevelled Matte picture Style, and Half reflection 4pt Offset. (2)
- iv. Give a Parchment Texture as a Slide Background. (2)

Set 2

- a) Create a one-page Word document for a meeting agenda. Include a title, date, and three agenda items with bullet points. Format the document using Times New Roman, size 11, 1.15 line spacing, and add a centered footer with the text "Confidential". (2+3+5)
- b) In an Excel spreadsheet, enter data for 10 students (columns: Name, Math Score, Science Score). Calculate the average score for each student using a formula and the overall class average for each subject. (3+3+4)
- c) Create a three-slide PowerPoint presentation about a favorite book. Include a title slide, a slide with a summary in bullet points, and a slide with an image related to the book. Apply a professional theme. (10)

Set 3

- a) (i) With a Word processor to create a Multilevel List with the Following formatting (5)
- ☐ Sports
 - ✦ Team Sports
 - ☒ Football
 - ☒ Basketball
 - ✦ Individual Sports
 - ☒ Tennis
 - ☒ Swimming
 - ✦ Combat Sports
 - ☒ Boxing
 - ☒ Martial Arts
 - ✦ Water Sports
 - ☒ Surfing
 - ☒ Sailing
 - ✦ Winter Sports
 - ☒ Skiing
 - ☒ Ice Skating
 - ✦ Adventure Sports
 - ☒ Rock Climbing
 - ☒ Skydiving
- ii. Give a Page colour with Watermark as **Multilevel List**. (2)
- iii. Make border line with width of 6 pt and a solid line colour. (3)

b) Calculate the following in a spreadsheet.

Name	Marks	Result
Tommy	74	Pass
Jerry		Fail
Cherry	45	Fail
John	39	Pass
Joshua	89	Pass

- i. Calculate the Total No of Students using function. **(2)**
 - ii. Find out the total no of students who have given exams using Count function. **(2)**
 - iii. Find out the total no of students who did not clear the exam using function. **(2)**
 - iv. Calculate the total no of students whose marks is ≥ 55 using function. **(2)**
 - v. Find out the total no of students who have exactly four characters in their names students using function. **(2)**
- c) Create four Slides Presentation about Natural Disaster. Apply different slide transition and include a table to show the causes of any four natural disasters. **(5+5)**

Set-4

- a) In a Word document with 3 paragraphs of text, insert a footnote at the end of the first paragraph explaining a term. Format the document with 0.5-inch indents and double spacing. **(4+3+3)**
- b) Create an Excel sheet with 12 months of revenue data for 3 departments. Use a Pivot Table to summarize total revenue by department and add a Pivot Chart to visualize it. **(4+3+3)**
- a) Create a PowerPoint presentation with a title slide and a slide containing a video (use a placeholder or describe its content). Add a caption below the video and apply an animation to the caption. **(5+5)**

Set-5

a)

- i. In a word processor, write a letter to your friend inviting them to your birthday party. **(4)**
 - ii. Insert Header and Footer **(2)**
 - iii. Insert Page Number and align in the right side. **(2)**
 - iv. Apply Times New Roman font aligns justified. **(2)**
- b) i. Prepare a Chart data of the following in a spreadsheet and rename it as Set-5. **(4)**

Name	Subject - I	Subject - II	Subject - III	Total	Percentage
Reena	45	42	52		
Aryan	60	58	65		
Jessy	43	40	48		
Donald	55	45	67		
Ayden	78	86	75		

- ii. Calculate the Total using function and Percentage using formula. **(2)**
 - iii. Create a Column chart base3d on Names and three subject's marks. **(2)**
 - iv. Display values on the plot area. **(1)**
 - v. Display Chart Title as Student's Mark Sheet. **(1)**
- c) Create a three-slide PowerPoint presentation about a hobby. Apply a different slide transition to each slide and add an entrance animation to text on at least one slide. **(3+3+4)**

Set – 6

- a) i. Type the following paragraph correctly in a new word document file. **(3)**

Computer Network

The network used to interconnect computers in a single room, rooms inside a building or buildings are normally called local area networks (LANs), LANs normally transmit data in a digital form using media such as coaxial cable or multi threaded cable. Local Area Network can be used only on one side of a building. The terminals and workstations are able to connect either one of the 'two' host computers when required.

For example, in the IT department of the Nepal Electricity Authority, there are more than 30 computers working at the same time. The authority can get information about whatever is being operated on any computer. All things can be connected to the file server.

Format typed paragraphs as the following criteria:

- ii. Apply 16 pt. font size with bold and italic for heading and center align it. **(2)**
- iii. Apply paragraph spacing of 1.5 lines and justify it. **(2)**
- iiii. Insert a clip art right side of the second paragraph set text wrapping square and insert caption below clip art as "Figure 1: Clip art Picture" form reference. **(3)**

- b) i. Type the following in a spreadsheet. **(3)**

Sales person	Product	Region	Quantity	Price	Sales
Tony	Condensed milk	North	12	75	
David	Milk Powder	East	10	55	
Meera	Yoghurt	West	25	35	
Zenith	Butter	South	20	30	
Kenneth	Ice Cream	North East	15	15	

- ii. Create a Pivot table for the above table. **(3)**
- iii. Calculate the Sales Column for each row. **(2)**
- iiii. Configure all the fields in their own specific fields. **(2)**

- c) Use PowerPoint to create a presentation with Layout Title and Content.
 - i. Use Circle Arrow Process as a SmartArt Style. **(2)**
 - ii. Write a correct Title with Toggle Case, fill the place holder with gradient and transparency 70%. **(3)**
 - iii. Give a stop transform text effects and with double dashes line. **(2)**
 - iv. Apply Slide background to only the selected slide with Background Styles. **(3)**

Set – 7

- a) Create a table in a document with the following data:

Employee ID	Name	Department
C001	John Doe	Sales
C002	Jane Smith	Marketing
C003	Peter Jones	IT
C004	Alice Brown	HR

- i. Set page margins: Top - 1.5 inches, Bottom - 1 inch, Left & Right - 1.8 inches. **(2)**
- ii. Insert a custom header with "Company Employee Report" on the centre, using "Calibri Light" font and 14pt size. **(2)**
- iii. Insert a custom footer with page numbers aligned to the right, using "Arial" font and 12pt size. **(2)**
- iv. Insert a Watermark with the text "CONFIDENTIAL" in a faded, diagonal layout across the entire document. **(3)**
- v. Save the document on the desktop as **Set – 7**. **(1)**

- b) Create a table in a spreadsheet with the following data:

Employee Name	Sales (Units)	Attendance	Performance Rating
Alice	120	20	
Bob	80	18	
Carol	150	16	
David	95	22	
Eve	110	24	

- i. Calculate the "Performance Rating" for each employee. Using the following conditions **(6)**
 - a. If Sales are greater than 100 AND Attendance is greater than or equal to 22, then it's Excellent.
 - b. If Sales are between 80 and 100 (inclusive) OR Attendance is greater than 20, then it's Good.
 - c. Else it's Need Improvement.
- ii. Apply conditional formatting: **(4)**
 - a. If "Performance Rating" is "Excellent", then green fill.
 - b. If "Performance Rating" is "Good", then yellow fill.

- c) Prepare a presentation with the following criteria:
- i. The first slide is a Title Slide. Select the appropriate layout and enter the title: **Annual Food Fair.** (2)
 - ii. Add the sub-title: **A Celebration of Eating** (1)
 - iii. Change the font colour for the whole title and sub-title to blue, and shadow effect just to the words Food and Fair. (2)
 - iv. Insert a second slide to the presentation, selecting a layout appropriate for bullet points, and using the title: The Menu. (2)
 - v. Insert a table in the second slide to showcase the Menu. (2)
 - vi. Increase the font size for the words "The Menu" in the title. (1)

Set- 8

- a) Type and create the following Heading and paragraphs in a word document:

Adam Smith

Smith studied Social Philosophy at the University of Glasgow and the University of Oxford. After graduating, he delivered a successful series of public lectures at Edinburgh, leading him to collaborate with David Hume during the Scottish Enlightenment.

- i. Change the font of Heading to Arial Black, font size 26, font style bold & Italic, underline style (wavy), font colour red, and apply a Strikethrough effect. (4)
- ii. Align this heading at the center and change it to the upper case. (2)
- iii. Change the first paragraph to font size 16, and font style Italic. (2)
- iv. Apply indentation of 1-inch to the first paragraph. (1)
- v. Save the document by the name **Paragraph Formatting** on the desktop. (1)

- b) Use the following table to do the calculation in a spreadsheet:

Roll No	Students Names	Hindi	Maths	English	Total	Average	Grade
1	Ram	45	51	34			
2	Manoj	35	45	56			
3	Ashok	67	50	42			
4	Rajesh	78	76	62			
5	Ranjana	80	65	74			

- i. Find the Total Number & Average in all Subjects for each Student using functions. (2)
- ii. Find Grade Using If Function - If Average Greater >50 then "A" Grade otherwise "B" (3)
- iii. Count the number of Students having "A" and "B" Grade using function. (2)
- iv. How Many Students got number Greater Then > 60 and <55 in Hindi & English Subject using Countif function. (3)

- c) Create a presentation with following specification:
- i. **First Slide:** Display exam centre and your roll number. (2)
 - ii. **Second Slide:** Type Illustration as title and insert a picture. (2)
 - iii. And draw spiral motion path and animate the picture in second slide. (4)
 - iv. **Third Slide:** Display 'Thank You' (2)

Set – 9

- a) Create the following table in a Word Processor.

No	First Name	Last Name	Age
001	Asrat	Belay	21
002	Daniel	Asseta	19
003	Dawit	Solomon	20

- i. Insert a new column between Last name & Age, label it Gender then enter their genders. (3)
- ii. Insert a new row between Daniel & Dawit and fill the following records (003, Almaz, Gobenna, F, 18) then correct the data in the “No” field. (3)
- iii. Make the fields names font face “Bookman Old Style”, 14 size and align center with 25% gray colour. (4)

- b) Create the following table in a spreadsheet.

<u>Students Record</u>					
<u>Roll No</u>	<u>Marks 1</u>	<u>Marks 2</u>	<u>Marks 3</u>	<u>Total</u>	<u>Average</u>
<u>1001</u>	<u>68</u>	<u>45</u>	<u>58</u>		
<u>1002</u>	<u>76</u>	<u>60</u>	<u>62</u>		
<u>1003</u>	<u>56</u>	<u>43</u>	<u>45</u>		
<u>1004</u>	<u>45</u>	<u>38</u>	<u>55</u>		
<u>1005</u>	<u>34</u>	<u>56</u>	<u>45</u>		

- i. Calculate the Total of marks for each students using formula. (2)
 - ii. Calculate the average marks for each students using function. (2)
 - iii. Merge the cells in the first row. (2)
 - iv. Align all the text in the centre. (2)
 - v. Apply Table borders with any colour. (2)
- c) Create a presentation with 3 Slides to give introduction about “where you live”. Apply different slide transition to showcase about the beautification of your village. (10)

Set- 10

- a) i. Open a new Ms-Word document and create the following title and paragraph. **(2)**

Professional courses at cup

CPU (Computer Professional United) IS a very well experienced group. The company was established 17-years ago. Now, among many colleges in Addis CPU College is the best and Computer Science.

Apply the following to the above paragraph

- ii. Title: **Font Face:** Monotype Corosiva, **Font Size-23, Font Style-Bold, Font Effect -** Outline, Change the case of UPPER CASE, use double underline and align it to center. **(4)**
- iii. The rest of the paragraph: - **Font-Arial, Font Size-16, First line indent to 0.5** Inches, line spacing to double. **(3)**
- iii. Save on the desktop as **Set- 10**. **(1)**

- b) In a spreadsheet, create a table using the following data.

Name	Department	Basic Salary	Total	Grade
Pooja	Finance	5000		
Ashish	Computer	10000		
Manish	Electrical	7000		
Shyam	Finance	8000		

- i. Calculate the total of every employee using function. **(5)**
- ii. Find out how many employees is in Finance using countif. **(3)**
- iii. Find out the total basic salary of employees in Finance department using sumif. **(2)**

- c) Prepare a presentation Bar Chart by using the following data. **(4)**

	January	February	March	April
Televisions	20	27	90	75
DVDs	30	38	34	32
Hifi equipment	45	46	45	43
Video Recorders	25	29	15	40

- i. Use different colour for different Months in the chart. **(2)**
- ii. Add transition effects on slide and also different effects for all text. **(2)**
- iii. Add a light-coloured background to the slide. **(2)**