

## MOCK EXAM - 1

### Question 1

- Create a new MS Excel file with your NAME and ID in PEXAM folder in the desktop and type the following information in sheet 1.

<b>Sales of Products (Dollars)</b>				
<b>Product</b>	<b>UK</b>	<b>Oman</b>	<b>Canada</b>	<b>Average</b>
Printer	653.00	367	791	
Monitor	720.00	180.54	527	
Speaker	137.00	842	878	
USB	417.00	624	280.00	
Keyboard	978.00	466	541	
<b>Count</b>				
<b>Maximum</b>				

### Question 2

1. Insert 5 new sheet.
2. Copy cells A2:D7 from sheet 1 to other sheets.
3. Change the tab color of sheet 1 to red.
4. Rename Sheet1 as ONE, Sheet2 as TWO and so on.

### Question 3

(in Sheet 1)

1. Apply a thick red outline border to B2:D7 of the table.
2. Change the format of numbers to currency AED for the column UK.
3. Fill columns 1 and 2 with different color.
4. Apply red font color to the title of the sheet.
5. Insert a column width of Average to 15 pixels.

### Question 4

(in Sheet 1)

1. Calculate the average for Printer using formula.
2. Find the maximum for UK using function.
3. Find the count of Oman and copy it to UK.
4. Find the count of Canada using absolute reference.
5. Calculate the average for Monitor using mixed reference (row with \$).

**Question 5**

1. Create a column chart for the data only in sheet 2.
2. Format the chart area (gradient fill) and add data labels (outside).
3. Create a 3-D pie chart for speaker in sheet 3.
4. Format legend (top) for the above chart.

**Question 6**

1. In sheet 4, sort the column Product in descending order. (Z - A)
2. In sheet 5, filter the data in column UK to display information between 100 and 500.

**Save and close file.**



## MOCK EXAM - 2

### Question 1

Create a new MS PowerPoint file with your NAME and ID in the desktop and design the slides as given below with the following layouts:

- Slide1 – Title slide
- Slide 2 – Title and content
- Slide 3 – Comparison
- Slide 4 – Blank
- Slide 5 – Title and content

**I. Microsoft PowerPoint**

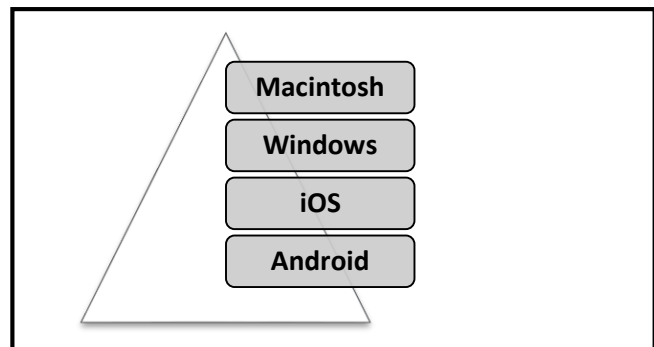
*Application Software*

**II. Created & Released**

- Microsoft PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin at a software company named Forethought, Inc.
- It was released on April 20, 1987, initially for Macintosh computers only.

**III. Description**

<p><b>Available in:</b></p> <ul style="list-style-type: none"> <li>❖ 102 languages</li> </ul>	<p><b>Programming Languages:</b></p> <ul style="list-style-type: none"> <li>❖ C++</li> <li>❖ Objective-C</li> </ul>
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**V. Release**

#	1987	2021
April	20	25
Dec	14	29

**Question 2**

1. Change the text direction to rotate the text to 270<sup>o</sup> for the title in slide 1.
2. Change the information in slide 2 to smart art and change the color.
3. Insert an any shape in slide 1.
4. Use custom slide show to show the slide 2, slide 4 and slide 5.
5. Apply different slide design themes to all the slides in the presentation.

**Question 3**

1. Change the layout of slide 5 to two content **and** insert the line chart for the given table in slide 5.
2. Insert date and time **and** type SAMPLE PAPER in the footer for all the slides.
3. Apply split slide transition to slide 1 **and** change the transition time duration to 08.50 seconds.
4. Duplicate slide 5 **and** hide slide 6.
5. Apply teeter animation **and** animation delay of 05.25 seconds to the title in slide 3.

**Save and close file.**

