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CCFUP/1st Sem /BBAHM/25(NEP)/Pr.

2025

1st Semester Examination

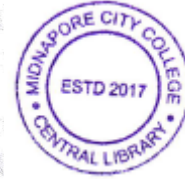
BBAHM

Paper : SEC 1-P

(Computer Fundamentals)

(Practical)

Set - I



Full Marks : 40

Time : Two Hours

The figures in the margin indicate full marks.

Answer the following question : 10×4=40

1. Answer any *five* questions : 2×5=10

(a) Open MS-Word and type your name and class.

(b) Open Ms-word and type this passage in Times New Roman Style, font size will be 12 and it should be in justified alignment.

Rohan found a small, lost puppy that looked hungry and scared. He gave it some food and water and started looking for its owner. He asked his neighbours if they knew the puppy, but no one recognized it. Rohan decided to take the puppy to the local animal shelter, where the staff promised

P.T.O.

(2)

to find its family. Rohan felt good about helping the little puppy, and the puppy wagged its tail happily. It was a small act of kindness that made both Rohan and the puppy happy.

- (c) Open MS-Excel and enter any two students' names with marks.
- (d) Create a PowerPoint slide and write your name, roll number, course name, college name.
- (e) Open MS-Word and write about yourself in 100 words.
- (f) The sales revenue of Subham Ltd Company for 5 years is shown below;

2020-Rs. 52,000

2021-Rs. 56,000

2022-Rs. 59,000

2023-Rs. 38,000

2025-Rs. 52,000



Show a line graph for these 5 years.

2. Answer any *two* questions : 5×2=10

- (a) Assuming yourself as the General Manager of a company draft an appointment letter to 5 candidates short-listed through an interview. (Use Mail Merge)
- (b) Create a Presentation with 5 slides about various events that take place in of your college.

(3)

(c) Write a letter to your friend inviting him/her to attend your brother's marriage party.

(d) Create a Professional Visiting Card using MS-Word with the following details :

- Company Name
- Student Name
- Designation
- Mobile Number
- Email ID
- Address



Use card size as 3.2 width and 2.2 height.

3. Create the following salary sheet for XYZ Ltd. Employees.

Name	Basic	HRA	TA	Deduction	Gross Pay	Tax	Net Pay
Shom Das	5,500			2,000			
Tuhin Kumar	8,200			2,000			
Pooja Sen	8,900			2,000			
Tapas Kundu	2,500			2,000			
Sirsa Das	3,600			2,000			
T. Rohini	7,800			2,000			
Jack Manuel	6,500			2,000			
Samir Gupta	6,000			2,000			
Tuhina Khan	9,200			2,000			
Sia Sharma	2,500			2,000			
Rohan Dey	9,900			2,000			
Sunil Kumar	6,300			2,000			

Assume HRA to be 20 percent of Basic; TA to be 25 percent of Basic; Tax to be 2.9 percent of Basic. 10 P.T.O.

(4)

4. Create professional bio-data showing personal details, educational qualifications, hobbies, strengths, achievements, and declaration. 10



Sl. No.	Name of the Candidate	Roll No.	Grade	Percentage
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				