

# Unique computer center

Reg. Under Govt. of India and ISO

**CBCA (Final Examination)**

**Time: 1 hour**

**Full Marks: 50**

**1. Create the below project in Microsoft Word**

4+3 X 2=10

- a. Create the table and change the table style

Name	Address	Pin						Phone

- b. Set page border using art  
c. Change the page color as you like  
d. Type your name in header

**2. Create any one project in Microsoft Excel**

6+2 X 2=10

- a. Create any one invoice with (RS, TOTAL, PAYMENT, BALANCE)  
i. Change the sheet name  
ii. Lock the sheet  
b. Create a Result (Total, Average, Division (1<sup>st</sup>, 2<sup>nd</sup>, Pass, Fail)  
i. Type your name as comment in any cell  
ii. Lock the sheet

**3. Create any one presentation in Power Point**

6

- a. Car accident  
b. Solar system

**4. Open DOS and answer the following**

3X2=6

- a. Show the Date and Time  
b. Create a file by your name  
c. Clear the screen

**5. Answer the following questions**

4X2=8

- a. Create a new folder by your name  
b. Copy a file into the folder  
c. Change the folder icon  
d. Change Desktop wallpaper

**6. Create any one project in HTML**

10

- a. Create a web page with your name, Address and Pin code using (Font and background color)  
b. Create a web page with your Name, Address and Pin code using Table tag
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