

BIEK Practicals Computer Science XI 2019

1. (a) **MS-Word** Type the given phrase:

$$\text{Area of circle} = 2\pi R^2$$

$$\text{Arithmetic mean} = \frac{\sum x}{n}$$

$$\sin^2\theta + \cos^2\theta = 1$$



Give a border to the phrase. Copy it and Paste three times with different Font size. Give a suitable header and footer. Save and also print the document.

1. (b) **MS-Excel** Create and print a salary sheet of employees of XYZ superstore as follows:

Worker Type	Emp#	Days Worked	Total Hours Worked	Over Time	Over Time Charges	Basic Pay	Net Pay
A	1001	20	190	30	3000	8000	11000
B	1002	19	200				
C	1003	18	240				
D	1004	24	220				
E	1005	21	210				

i) Overtime = Total Hours Worked — (Days worked*8)

ii) Using IF () function, Calculate Overtime Charges as:

iii) Overtime Charges = Overtime* 100 if worker type is A,(50, if type B, 40 if type C otherwise 30).

iv) Using if () function, Calculate Basic Pay as:

Basic Pay = Days worked*(400 for type 'A', 300 for 'B' and 200 for type 'C' otherwise 100

v) Using SUM() function Compute: Net pay = Basic Pay + Overtime Charges.

2. (a) **MS-Word** Write a letter to your friend telling her about the academic atmosphere of your college.

Insert a graphics from the shape category from clip gallery. Resize and move the graphic at the top of page.

2. (b) **MS-Excel** Create and print a utility bill of telephone by the following given instructions:

Utility Bill of Telephone

Due

Date 25/1/2017

User ID	Pay Date	Local Calls	Total Local Charges	Total Mob Charges	Mobile Charges	Line Rent	CLI	Total Call Charges	Tax	Total Dues
1001	12/1/2017	120	230	22	80	180	50	540	91.8	631.8
1002	18/1/2017	380		45		180	0			
1003	27/1/2017	790		53		180	50			
1004	9/1/2017	110		71		180	0			
1005	11/1/2017	113		66		180	50			

i) Calculate Total Local Charges@ Rs.2.1 per call.

ii) Calculate Total Mobile Charges @ Rs.3 per minute.

iii) Calculate Total call Charges as:

$$\text{Total call charges} = \text{Total Local Charges} + \text{Mobile Charges} + \text{Line rent} + \text{CLI}$$

iv) Calculate

$$\text{Tax} = 17\% \text{ of Total Call Charges.}$$

v) Using IF () function, Compute total dues if pay date is within due date as:

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Total Dues = Total Call charges + Tax

Otherwise If pay date is after due date:

Total Dues = Total Call charges + Tax + 5.01% surcharge.

- 3 (a) **MS-Word** Create the award certificate. Choose land skip for orientation use a page border and insert a graphics form the sports and leisure category.

- 3 (b) **MS-Excel** Create and print attendance register page showing 10 days attendance. Determine eligibility to appear in exam.

Attendance Register Pane

Roll No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Atten	% age	Eligibility For Exams
101	Aliya	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	14	93.33	Eligible
102	Anas	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P			
103	Dua	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P			
104	Danish	P	P	P	P	P	P	A	P	A	P	A	P	P	P	P			
105	Erum	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			
106	Aijaz	P	P	P	P	P	A	A	A	P	P	P	A	A	A	P			
107	Huma	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P			
108	Ali	P	P	A	A	A	A	P	P	P	P	P	P	P	P	P			
109	Fiza	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P			
110	Noor	A	P	P	P	P	P	A	P	P	P	P	A	P	A	P			

Instructions:

- Calculate total Attendance using **COUNTIF ()** function.
- Calculate Percentage for total attendance.
- Determine the eligibility using **IF ()** function: **Eligible** if 75% or more **Allowed** if 60% or more and **Not Eligible** below 60%.

4. (a) **MS-Word** Using "word processor" create a Pamphlet A4 size paper/letter. Use Complete drawing menu, fonts and borders. Save and also print.

4. (b) **MS-Excel** Create and print House Building Loan statement according to the instructions:

House Building Loan

Loan Amount	Years	Interest Rate	Accumulated Amount	Monthly Installments
100000	5	7%		
250000	6	7%		
500000	8	7%		
80000	2	7%		
300000	7	7%		

Use POWER() function & calculate Accumulated Amount = Loan Amount(1+ Interest Rate)^{Year}.

- Determine: Monthly Installment = Accumulated Amount/(years * 12).

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- iii) Use ROUND() function and round Monthly Installments to 2 decimal places.

5. (a) **MS-Word** Write an application to the librarian requesting him to issue you some books from lending library. Insert a table containing S No., Book Name, Author Name & Edition. Save and print it.

5. (b) **MS-Excel** Create and print Saving Certificate using spread sheet.

Saving Certificate

Amount	Year	Interest Rate	Annual Profit
10000	3	0.03	
10000	5		
10000	10		
10000	2		

Instructions:

- i) Using IF() and AND() functions, Calculate interest rate according to the following criteria:

- 5% if amount is 10000 or more and year is 10.
- 4% if amount is 10000 or more and year is 5.
- 3% on less than 5 years for same amount.

- ii) Calculate Annual Profit by adding Amount & Interest rate. Set the Number format as currency.

6. (a) **MS-Word Create** any document using Header and Footer.

- Automatically insert Date/Time at top-left of **page(Header)**
- Automatically insert page number in Footer.
- Convert the Source document into two columns.
- Use the drop Caps.
- Insert Clip Art.
- Save and print it.

6. (b) **MS-Excel** Create and print pay roll of employees according to the instructions:

Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax	Net Pay	Grade
Ayesha	9200						
Umair	7800						
Saba	12000						
Talha	6500						
Adeel	13500						

- Calculate **Medical Allowance = 8% of Basic Pay** and **House Rent = 40% of Basic Pay**.
- Calculate **Gross Pay = Basic Pay + Medical Allowance + House Rent**.

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- iii) Develop an IF()) function to compute the Tax which is **4%** of the Gross Pay is greater than 15000 otherwise it is **3%**.
- iv) Compute the Net pay by subtracting Tax from Gross Pay.
- v) Using IF()) function, Assign the Grade-1 if Net pay is greater than 15000 otherwise assign Grade-2.

7. (a) **MS-Word** Write a letter to your father requesting him to send you 9000 Rs. for hostel expenditure. Insert a table containing hostel charges, mess charges, washing cloths, Bus Fair and Daily expenditure.

7. (b) **MS-Excel** Create and print a spreadsheet according to the following instructions:

Isuzu Motors

Item	Labour Cost	Capital Cost	Miscellaneous Cost	Gross Amount	Net Amount	Sale Price	Profit
Motor Bike	500	10500	1000	12000	11640	15132	3492
Car	1200	140000	2000				
Margala	1500	450000	4000				
High Roof	1600	150000	3000				
Callus VXR	5450	140000	2000				

- i) Calculate Gross amount by adding labour, capital, Miscellaneous.
- ii) Calculate: Net amount = Gross amount — 2% of Gross amount.
- iii) Calculate: Sale Price = 30% of Net Amount + Net Amount.
- iv) Find out profit by subtracting Net Amount from sale Price.

8. (a) **MS-Word** Write an application to your principal, asking him/her for your leaving certificate. Change the typeface of the entire document to 14 point Monotype consiva. Change the page background using Fill effects with Texture Save and print(without background) your document.

8. (b) **MS-Excel** Create and print Marks sheet of internal exams using spread sheet.

Mark Certificate of Internal Exam

Name	Computer Science	Maths	Physics	English	Urdu	Total	%age	Grade	Remarks
Anjum	70	75	33	50	45	273	54.6	C-Grade	Pass
Noor	76	77	44	55	65				
Saba	68	60	55	52	43				
Ali	65	46	57	51	40				

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Asad	85	77	65	77	65				
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- i) Use the SUM() to find out the Total Marks of each Student.
- ii) Calculate the Percentage of each Student.
- iii) Using IF() function assign the grade according to the following criteria:
 - a) If percentage is greater than or equal to 70, print A Grade.
 - b) If percentage is greater than or equal to 60, print B Grade.
 - c) If percentage is greater than or equal to 50, print C Grade.
- iv) Using Large() function determine 1st, 2nd, and 3rd positions in remarks column.

9. (a) **MS-Word** Write a Letter to your uncle thanking him for sending birthday gift. Give a Page border to your letter. Use double line spacing, left alignment and typeface of the entire document as 11 point Tahoma. Automatically insert date at top-center and time at the bottom-center (the page. Save and print your letter.

9. (b) **MS-Excel** Create and print a spread sheet with the following data and follow the instructions:

Pakistan Printing Press(Expenditure 2003)

Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
Engineering	25676	45451	54533	65651	
Marketing	67567	43434	66554	54545	
Computer	64219	56564	45438	76543	
Sales	35651	21312	21222	32121	
Purchase	12323	15432	23122	32121	
Production	98981	87861	76765	88323	
Grand Total					
Minimum					
Maximum					
Average					

- i) Use Department wise total. Format the values as currency with 2 decimal places.
- ii) Use the SUM() to calculate Grand total.
- iii) Find the Minimum, Maximum and Average expenditure for each quarter using statistical functions = AVERAGE(), MIN(), MAX().

10. (a) **MS-Word**. Using "word processor" create the vertically dotted line representing left and right margin on the paper for different paragraph alignment. Use a paragraph for the justification and also use borders & shading. Save and print the document.

10. (b) **MS-Excel** Create and print a utility bill of Sui Gas using spread sheet according to the instructions:

Utility Bill of Sui Gas

Meter Number	Previous Units	Current Units	Units Consumed	Gas Charges	Sales Tax	Amount Payable
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MN-30021	73 82	73 93	11	13.75	1.375	15.125
MN-30022	88829	88840				
MN-30023	454512	454902				
MN-30024	13900	14000				
MN-30025	92348	92583				

- i) Enter a formula to calculate units consumed.
- ii) Using IF() function, compute the Gas Charges which are 1.25/unit if the units consumed are less than 200, otherwise Rs 1.80/unit.
- iii) Compute the Sales Tax as 10% of Gas Charges.
- iv) Calculate the Amount Due as; Amount Due = Gas Charges + Sales Tax

11. (a) **MS-Word** Write an invitation to a friend invite her to your birthday party. Give a page border to your invitation, Insert graphics from event category. set land scape as orientation. Save and print your document.

11. (b) **MS-Excel** Create and print Marks sheet of internal exams using spread sheet.

Mark Certificate

Name	Computer Science	Maths	Physics	English	Urdu	Total	%age	Remarks
Anjum	98	67		89	79	421	84.2	Excellent
Noor	86	67		78	82			
Saba	61	50		33	55			
Ali	52	46		52	68			
Asad	43	48		65	39			

- i) Develop a formula to find out physics marks of each student.
- ii) Calculate the Percentage of each Student.
- iii) Using IF() function assign remarks according to the following criteria:
 - a) If percentage is greater than or equal to 80, print "Excellent".
 - b) If percentage is greater than or equal to 70, print "V.Good".
 - c) If percentage is greater than or equal to 60, print "Good".
 - d) If percentage is greater than or equal to 50, print "Fair" else "Poor".
- iv) Save and also Print

12. (a) **MS-Word** Draw a 3D box in your document. Write computer science in it using Word art. Insert a circle in this box and an arrow form auto shapes with dashed lines.

12. (b) **MS-Excel** Create and print a spread sheet with the following data and follow the instructions:

Expenditure by Different provinces in Year 2003(in Rs.Million)

Province	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Year
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Sindh	542.5	561.5	643.4	796.2	
Punjab	887	835.8	930.5	936.5	
Balochistan	244.81	261.5	301.7	299.3	
NWFP	391.5	424.5	377.6	300.5	

- Use the SUM() to find out the Total Expenditure by province in year.
- Select the column enclosed in rounded rectangle to create a Pie Chart showing contribution of each province in total expenditure using chart wizard.
- Display Legend of Chart.
- Print the worksheet and chart.

13. (a) **MS-Word** Write an application to principal requesting to sanction 3000 Rs for the purchase of sports item. Insert a table containing S.No, Item, Quantity and Price. Save and print your document

13. (b) **MSExcel** Create and print a spread sheet with the following data and follow the instructions:

Expenditure by Different provinces in Year 2003(in Rs.Million)

Province	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Year
Sindh	442.5	521	453.4	396.1	
Punjab	867	735.8	630.1	776	
Balochistan	235.83	361.8	301	307.3	
NWFP	395.1	405	363	286.4	
Total					

- Use the SUM() to find out the Total of each Quarter.
- Select the Rows enclosed enclosed in rounded rectangle to create a line Chart showing the trend in expenditure over the year using Chart Wizard. Title the chart "Total Expenditure".
- Hide Legend of Chart.
- Print the worksheet and chart.

14. (a) **MSWord** Write an application to your principal, requesting him/her to grant you leave for 7 days. Use

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single spacing and left alignment. Change the type face of the entire document to 12 point *Arial*. Save and print your document.

14. (b) **MS-Excel** Create and print a utility bill of electricity

Meter Number	Previous Units	Current Units	Units Consumed	Electricity Charges	Surcharge Tax	Amount Payable
MN-1101	69236	70000	764	1573.84	236.076	1809.9
MN-1102	14011	14638				
MN-1103	76321	76428				
MN-1104	38476	38890				
MN-1105	4853	4996				

- i) Enter a formula to calculate units consumed.
- ii) Cost of one unit of electricity is 2.06
- iii) Compute Surcharge as 15% of electricity Charges.
- iv) Calculate the Amount Payable as:
Amount Payable = Electricity Charges + Surcharge.
- v) Round up the amount payable to one decimal place using round() function.

15. (a) **MS-Word** Create a simple .txt file using Word pad. Type some text then, copy one time and paste five times. Also apply text formatting including Font-Name, Font-Style, and Font-Size to each line, Save and also print.

15. (b) **MS-Excel** Create and print a spread sheet with the following data and follow the instructions:

Expenditure by Different provinces in Year 2003(in Rs.Million)

Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Education	3.5	5	4.5	6.1
Health	8.77	7.98	8.11	77.6
Law & Order	1.02	3.39	2.25	3.01
Welfare	39.15	40.5	36.3	28.75

- i) Select the rows and columns enclosed in rounded rectangle to create a Column Chart showing comparison among the expenditure by different departments using Chart Wizard. Title the chart "Expenditure in Year2003". Title the Y-Axis "(in Rs. Million)"

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- v) Display Legend of Chart.
- vi) Print the worksheet and chart.