ICS – FORM IV SYNDICATE - GUIDE

1. (a) Student have to show ability to create and format a desktop publication by performing the following tasks:
   i. Create a new publication and configure the page as follows: **(2 Marks)**

   - Paper size: A4 (210 mm × 297 mm)
   - Margins: 1 inch on all sides

   ii. Design the publication heading as follows: **(3 Marks)**

   - Heading: **The Future of Technology**
   - Font: Arial
   - Font size: 24
   - Bold

   iii. Insert a paragraph of dummy (Lorem Ipsum) text and format it as follows: **(3 Marks)**

   - Justified alignment
   - Line spacing: 1.5
   - Font size: 12

   iv. Enhance the publication by inserting a technology-related image and format it as follows: **(3 Marks)**

   - Resize the image to 3 inches wide while maintaining the aspect ratio.
   - Apply **Square Text Wrapping** around the image.

   v. Insert page numbering at the bottom centre of the page. **(1 Mark)**
   vi. Save the publication as **New Publication**. **(1 Mark)**
   vii. Print the publication. **(1 Mark)**

   (b) Student have to perform the following tasks:

   i. Shade the first row and insert a new first row containing the title **Periodic Table**, centred across the table. **(2 Marks)**
   ii. Set page margins:

- Top & Bottom = 1.1 inches
- Left & Right = 1.5 inches **(1 Mark)**

iii. Change page orientation to **Landscape** and paper size to **A4**. **(1 Mark)**
iv. Insert **Period III** after **Period II**. **(1 Mark)**
v. Insert **Thursday** below Wednesday. **(1 Mark)**
vi. Insert a centred page number using **Arial** font. **(1 Mark)**
vii. Insert the watermark **"Hello World"**. **(1 Mark)**
viii. Format the table using **Times New Roman**, font size **13**. **(1 Mark)**
ix. Save the document as **Periodic Table**. **(1 Mark)**
x. Print the document. **(1 Mark)**

2. (a) Write the HTML code that will produce the registration form exactly as shown. **(10 Marks)**

```
<!DOCTYPE html>
<html lang="en">
<head>
<meta charset="UTF-8">
<meta name="viewport" content="width=device-width, initial-scale=1.0">
<title>Registration Form</title>

<style>
body{
   font-family: Georgia, serif;
   background:#3f66d3;
}

.container{
   width:800px;
   margin:20px auto;
   background:#f5efb2;
   border:4px solid #000;
   border-radius:10px;
   padding:25px;
}
```

```
h1{
    text-align:center;
    text-decoration:underline;
    font-size:50px;
}

.creator{
    font-family:Comic Sans MS;
    font-size:28px;
    margin-top:20px;
}

hr{
    border:1px dashed gray;
}

.note{
    color:red;
    font-weight:bold;
    font-size:28px;
    margin-top:20px;
}

fieldset{
    border:2px solid tomato;
    border-radius:20px;
    margin-top:25px;
    padding:20px;
}

legend{
    font-size:20px;
    font-weight:bold;
}

table{
```

```
    width:100%;
    border-spacing:15px;
}

label{
    font-weight:bold;
    font-size:18px;
}

input,select{
    font-size:16px;
    padding:4px;
}

input[type="text"],
input[type="password"],
input[type="number"]{
    width:220px;
}

.submit{
    background:lime;
    border:2px solid green;
    border-radius:20px;
    padding:6px 18px;
    font-size:18px;
    font-weight:bold;
    cursor:pointer;
}

.reset{
    background:pink;
    border:2px solid deeppink;
    border-radius:20px;
    padding:6px 18px;
    font-size:18px;
```

```
    font-weight:bold;
    cursor:pointer;
}
</style>

</head>

<body>

<div class="container">

<h1>Registration Form</h1>

<hr>

<p class="creator"><strong>Created By :- Aryan Shivhare</strong></p>

<hr>

<p class="note">Required Field are Followed by '*'.</p>

<form>

<fieldset>

<legend>Personal Details</legend>

<table>

<tr>
<td><label>Name * :</label></td>
<td><input type="text" placeholder="Enter your Name"></td>
</tr>

<tr>
<td><label>Age * :</label></td>
```

```
<td><input type="number" placeholder="Enter your Age"></td>
</tr>

<tr>
<td><label>Password * :</label></td>
<td><input type="password"></td>
</tr>

<tr>
<td><label>Date of Birth (DOB) * :</label></td>
<td><input type="date"></td>
</tr>

<tr>
<td><label>Gender * :</label></td>
<td>
<input type="radio" name="gender"> Male
<input type="radio" name="gender"> Female
<input type="radio" name="gender"> Others
</td>
</tr>

<tr>
<td><label>Category * :</label></td>
<td>
<select>
<option>Select your Category</option>
<option>General</option>
<option>OBC</option>
<option>SC</option>
<option>ST</option>
</select>
</td>
</tr>

<tr>
```

```
<td><label>Select Your Colour * :</label></td>
<td><input type="color"></td>
</tr>

<tr>
<td><label>Select Your Range :</label></td>
<td><input type="range"></td>
</tr>

</table>

</fieldset>

<fieldset>

<legend>Educational Details</legend>

<table>

<tr>
<td><label>Month of Admission * :</label></td>
<td><input type="month"></td>
</tr>

<tr>
<td><label>Year of 10<sup>th</sup> Passed * :</label></td>
<td><input type="text" placeholder="Enter Year of 10 Passed"></td>
</tr>

<tr>
<td><label>Branch * :</label></td>
<td>
<select>
<option>Select your Branch</option>
<option>Computer Science</option>
<option>Information Technology</option>
```

```
<option>Electrical</option>
<option>Civil</option>
<option>Mechanical</option>
</select>
</td>
</tr>

<tr>
<td><label>Qualifications :</label></td>
<td>
<input type="checkbox"> 10<sup>th</sup>

<input type="checkbox"> 12<sup>th</sup>

<input type="checkbox"> Diploma

<input type="checkbox"> B.Tech

<input type="checkbox"> M.Tech
</td>
</tr>

</table>

</fieldset>

<br>

<input type="submit" value="Submit" class="submit">

  

<input type="reset" value="Reset" class="reset">

</form>
```

```
</div>

</body>
</html>
```

(b) Student have to carry out the following tasks:

i. Create a new presentation. Use the **Title Only** layout and enter the title:

Cook Family Cruises (1 Mark)

ii. Insert a small blue rectangle at the top-left corner of the first slide. **(1 Mark)**

iii. Change the title colour to red and apply a shadow effect only to the word **Cruises**. **(1 Mark)**

iv. Insert a second slide using a bullet-point layout titled **Our Itinerary** and include: **(1 Mark)**

- Canary Islands
- Mediterranean
- Greek Islands

v. Format the presentation by: **(2 Marks)**

- Setting bullet line spacing to 2 lines.
- Increasing the font size of the word **Itinerary**.
- Adding your examination number as a footer on every slide.
- Numbering all slides.

vi. Insert a third slide titled **Our Market Share** and create the following pie chart: **(2 Marks)**

Name	**Share**
John	54%
Jackson	28%
Wilson	12%
Bennett	5%

vii. Format the third slide title using **Arial** and **Bold**. **(1 Mark)**
viii. Apply a different background design to each slide. **(1 Mark)**
ix. Insert a suitable holiday image on the third slide. Resize and position it appropriately. **(2 Marks)**
x. Insert a fourth slide containing only the text: **(1 Mark)**

Travel with us for less!!

xi. Save the presentation as **Holidays**. **(1 Mark)**
xii. Print the presentation with **4 slides per page** and close the application. **(1 Mark)**

3. Students have to perform the following tasks:
i. Create a new workbook and save it as **Call Statistics**. **(3 Marks)**
ii. Delete Sheet2 and Sheet3, and then rename Sheet1 to **Call Statistics**. **(1 Mark)**
iii. Enter all labels and values exactly as shown in the sample worksheet. **(2 Marks)**
iv. Set row heights as follows: **(2 Marks)**

- Rows 1 and 3 → 30
- Rows 4–10 → 20

v. Apply appropriate alignment to all labels. **(2 Marks)**
vi. Use **Wrap Text**, **Merge & Centre**, and appropriate **Text Orientation** where necessary. **(2 Marks)**
vii. Apply suitable borders, shading, and gridlines to improve the worksheet appearance. **(2 Marks)**
viii. Format column E using the **Euro (€)** currency symbol with two decimal places. **(1 Mark)**
ix. Calculate **Calls per Hour** by entering a formula in cell **D4** to divide the number of calls by hours worked. Copy the formula using **AutoFill**. **(2 Marks)**
x. Calculate **Bonus** in cell **E4** by multiplying **Calls per Hour** by the fixed Bonus Rate in cell **B12**. Copy the formula using **AutoFill**. **(2 Marks)**
xi. Calculate the **TOTAL**. **(2 Marks)**
xii. Centre the worksheet both vertically and horizontally on the printed page. **(1 Mark)**

xiii. Insert: **(2 Marks)**

- Header (Left): Examination Number
- Header (Right): Subject Name
- Footer (Centre): Current Date

xiv. Print the worksheet. **(1 Mark)**