

Practice test paper Event-II Date-

03 Questions, 100 Mks, 60 Minute

REGT NO. :
RANK :
NAME :
UNIT/HQ- :

Q:1 - Type the following article in Microsoft word with the following conditions-

Marks formatting – 15, typing -25, every mistake in typing reduce -0.25 marks.

- Open a ms word file with your name and date(as like “deshbandhu-16june”) and save it into folder name“Event II practice test “ at document folder.
- Change the page orientation into portrait and the paper size to A4.
- Change the top, bottom, left and right margins to 0.8inch.
- Use the font of the entire document is “consolas” and use font size 11 pts except headings and subheadings.
- All heading type is “Heading 2”.

----- question starts here -----

Q:1 - Type the following article in Microsoft word with the following conditions-

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Instructions for the Verbal Reasoning and Quantitative Reasoning Sections:

This document has been created to be accessible to individuals who use screen readers. You may wish to consult the manual or help system for your screen reader to learn how best to take advantage of the features implemented in this document. Please consult the separate document, GRE Screen Reader Instructions.doc, for important details.

This practice test includes content that some users may wish to skip. For example, some questions require you to complete sentences or longer texts from among several choices. For those questions where it might be helpful to hear the available choices in context, text of the choices in context is included. However, some users may wish to skip this material.

Similarly, some questions include detailed figure descriptions that some users may wish to skip because they can get the required information from the accompanying tactile or large print figures. In each case, material that may be skipped is delineated by statements like “Begin skippable content” and “End skippable content” each in the Heading 6 style.

As a reminder, standard timing for each section of the test is provided in the table below:

Section Order	Section Name	Standard Time
Analytical Writing 1	Analyze an Issue	30 minutes
Analytical Writing 2	Analyze an Argument	30 minutes
1	Verbal Reasoning	35 minutes
2	Verbal Reasoning	35 minutes
3	Quantitative Reasoning	40 minutes
4	Quantitative Reasoning	40 minutes

You may use a calculator in the Quantitative Reasoning sections only. You will be provided with a basic calculator and cannot use any other calculator, except as an approved accommodation.

Marking Your Answers

In the actual test, all answers must be entered in the test book (or in the supervisor’s copy of the test book if you are not using a print format test). If answers are being recorded in a large print test book, the directions for marking answers are slightly different because answers entered in large print test books are not machine-scored.

If your answers are being entered in a large print test book, make sure your marks are clear and unambiguous. Additional instructions for marking answers in large print test books are provided with the large print practice tests.

The following instructions describe how answers must be filled in if using a regular print test book, whether you are entering your own answers or a scribe is entering them at your direction.

Be sure that each mark is dark and completely fills the circle.

Any stray marks that lie in or near a circle must be erased carefully. If you change an answer, be sure that all previous marks are erased completely. Stray marks and incomplete erasures may be read as intended answers. You may work out your answers in the blank areas of the test

book, but do not work out answers near the circles. Scratch paper will not be provided, except as an approved accommodation.

Question Formats

This practice test may include questions that would not be used in an actual test administered in an alternate format because they have been determined to be less suitable for presentation in such formats. Example:

821456849	213864748	348800738
821456849	651942565	348808738
350700517	651942565	275330968
350700517	980463326	275330968
655301147	980463326	342921926
655301147	972962749	342921926
497228991	972967249	892611899
497228991	261602989	892611894
147238117	261602989	700387289
147235117	545206581	700387289
213864748	545206581	

Q:2 - Enter the data given below into a worksheet and save in the workbook name “yourname-16june”. Max marks -40

Create table ,worksheet with proper name, and fill data --15

	A	B	C	D	E
1	Stationery Supplies Ltd				
2					
3	Date	SalesPerson	Item	Receipt No	Amount
4	21-Nov	Carl	Toys	1238	1,782.10
5	26-Nov	Carl	Stationery	1255	4,853.55
6	26-Nov	Carl	Toys	1395	51.35
7				Carl's Total	
8	21-Nov	John	Cards	1141	91.15
9	24-Nov	John	Books	1982	442.60
10	21-Nov	John	Toys	1885	561.50
11	26-Nov	John	Toys	1875	62.75
12				John's Total	
13	22-Nov	Judy	Books	1032	234.50
14	26-Nov	Judy	Sports goods	1920	472.60
15				Judy's Total	
16	25-Nov	Mary	Toys	1774	364.15
17				Mary's Total	
18	22-Nov	Susan	Electronics	1160	52.95
19	23-Nov	Susan	Cards	1075	81.60
20	23-Nov	Susan	Others	1745	132.95
21	24-Nov	Susan	Sports goods	1662	2,580.10
22				Susan's Total	

23					
24				Grand Total	

- (i). Calculate the totals for each salesperson and get the grand total.: --15
- (ii). Format the worksheet as follows:
Make all the Totals bold, two decimal places, comma, centre the title across columns A-E and make it size 16, bold and Italic. --5
- (iii). Put a double border round the whole table and a single line border inside the table. --5

Q:3 - Enter the data given below into a worksheet "sheet 2" and save in the workbook name "yourname-16june". **Max marks -20**

A Payroll consists of Basic Pay, Allowances, Gross Salary, Deductions and Net Salary. The Allowances are 23% of the Basic Pay while the Deductions are 12% of the Gross Salary.

In the given worksheet, indicate in each cell what will be inserted, that is – a value or a formula. In the case of a formula, write down the formula in the cell.

	A	B	C	D	E	F
1	Stationery Supplies Ltd					
2						
3	Name	Basic Pay	Allowances	Gross Salary	Deductions	Net Salary
4	Lewis					
5	Francis					
6	Edwin					
7	Totals					

