Duration : 2 hours   **MM : 50**

- **15 Marks Objective**
- **35 Marks Subjective**

General Instructions :
- All questions are compulsory.
- Read the questions carefully before attempting.
- Just write the answers with proper numbering according to the question paper.

OBJECTIVE (15 MARKS)

QI.   Answer the following questions by choosing the correct :   [1 x 5 = 5]

1. Shortcut keys used in KompoZer to insert an image -

   a. Alt + I
   b. Alt + I+I
   c. Ctrl + I

2. To see the coding of the page designed in KompoZer, you need to choose the -

   a. Normal view
   b. Html view
   c. Preview

3. Each website is identified by its -
   a. HTML code
   b. ISP
   c. URL

4. To change the text color in KompoZer, the shortcut keys used are -
   a. ALT+I+C
   b. CTRL+O+C
   c. ALT+O+C

5. Same format can be applied to some other content, by using -
   a. Painter
   b. Formatting toolbar
   c. Format Painter

QII. Complete the given statements.   [1 x 5 = 5]
   a. The cell in which cursor is placed is known as _____.
   b. Arranging of data in a particular order is known as _____.
   c. A series can be generated automatically by using _____.
   d. Equation using numbers and cell locations to get a result is known as _____.
   e. A worksheet is denoted by _____.

QIII.   State whether True or False.   [1 x 5 =5]
   a. =(A1*F1) is an example of relative referencing. (   )
   b. Text data is always right aligned in Calc. (   )
   c. Row or Columns can not be inserted in between a table. (   )
   d. Cell address is denoted by column name and row number. (   )
   e. Once a chart is created, it is not possible to change its type. (   )

<div align="center">**SUBJECTIVE (35 MARKS)**</div>

QIV. **Answer the following questions :**

1. What is a Website ?   [2]
2. Explain Conditional formatting ?   [2]
3. Differentiate between a Workbook and a Worksheet.   [2]
4. Explain what are Functions ?.   [2]
5. Name any four components of a chart.   [2]
6. Distinguish between Copy and Move.   [2]
7. What is List in KompoZer ? Name the types of lists with example.   [3]
8. What is a Link ? Name the types of links.   [3]
9. Explain any two types of charts that can be created in Calc.   [4]

QV. **Give the full form of the following :**   [1 x 3 = 3]

    a. WYSIWYG
    b. HTML
    c. URL

QVI. **On the basis of the given Excel sheet, answer the given questions.**   [1 x 10=10]

	A	B	C	D	E	F
1			**EMPLOYEE SALARY REPORT**			
2	EMP_CODE	EMP_NAME	MONTHLY_SALARY	YEARLY_SALARY	COMMISSION	TOTAL_SALARY
3	E001	ROHAN SHARMA	60,000			
4	E002	KARAN JOHAR	75,000			
5	E003	NEETA KHANNA	59,000			
6	E004	KIRAN KUMAR	72,500			
7	E005	PADAM SINGH	120,000			
8	E006	ROHIT KAPOOR	78,000			
9	E007	VIVEK SAHI	43,700			
10	E008	ZOYA SHAMS	84,000			
11	E009	NEERAJ NATH	79,000			
12	E010	KOMAL SINGH	45,300			
13	E011	SONAM KHANNA	76,000			
14	E012	YUGAM YADAV	81,000			
15	E013	TAMANNA HAIDER	69,000			
16	E014	ATIF SHEIKH	54,000			
17	E015	LOVELY KHANNA	105,000			

Write formulas to find :-

a) Find the yearly salary of each employee.

b) Calculate 10% commission on monthly salary of each employee.

c) Calculate the total salary of each employee (month salary + commission).

d) Highest monthly salary.

e) Lowest monthly salary.

f) Average monthly salary of the employees.

g) Total monthly salary of all the employees.

h) Address of the cells where the salary is more than one lakh.

i) Calculate the total commission of all the employees.
j) What will be the value of =((55+35+25)*5)/5