

**Skill Test in Computer (Practical)**

Full mark: 50

Time allowed: 1 hour

**Answer all the questions****Question 1****Mark: 10**

Paper size- Letter

Header- Containing the title with 13 fonts in Arial black, right alignment (Different first page)

Footer- Your name with 10 fonts in Times new roman, left alignment, Page number with right alignment (Different first page)

Format for title – single column, 14 fonts in Arial and centred with each word as capitalised

Format for the rest text- two column format with equal width of 3", 12 font in Times new roman with 1.5 spacing

**Use the above mentioned formatting and type the following text in Microsoft Word:**

Title - Ancient ice reveals vital clues about Earth's past climate

Ancient ice is helping researchers learn about Earth's past climate, and a key stop on the scientific journey is a huge freezer in suburban Denver called the National Ice Core Laboratory.

The ice is extracted from Antarctica and Greenland and shipped to the Colorado lab. There, workers conduct preliminary tests and then slice it up so it can be shipped to scientists across the country.

The ice provides a wealth of historical information, from air temperature to greenhouse gases to evidence of cosmic events. The record reaches as far back as 800,000 years.

Researchers say it's remarkably precise, even reflecting seasonal changes.

Ice cores have led scientists to significant conclusions about climate, including that CO<sub>2</sub> levels in the atmosphere today are higher than at any other time recorded in the ice.

**Question 2****Mark: 10****Use Microsoft Excel to create a sheet containing the following information:**

Day to day expenditure for the month of July

Odisha Public Service

Column 1- should contain the date

Column 2- Should contain the day

Column 3 – Should contain the daily cost (generate the cost as random numbers between 100 to 1000)

Column 4 – Should contain the weekly cost (use cost from Column 3 for this purpose)

Column 5- Should contain the total monthly cost for the month of July, last row of this column should contain the average daily cost

**Question 3**

**Mark: 10**

**Prepare the power point slides as per the following requirements**

- a. The presentation must contain three slides:  
First slide contains the following:  
Skill Test in Computer (Practical) as title  
Conducted by OPSC, Odisha as content  
(Background colour – Blue, Animation for slide- wedge)
- b. Second slide contains the following:  
Instructions  
Full mark: 50  
Time allowed: 1 hour  
Answer all the questions
- c. Third slide contains  
Best of Luck

**Question 4**

**Mark: 10**

**Create a table with name as Month containing two fields viz. Name of the month and No. of days. Write a query to generate a report containing all the months having 30 days.**

**Question 5**

**Mark: 10**

**Create a folder in C drive and copy all word file from my document in to this folder.**