

COLLEGE OF VOCATIONAL STUDIES

PAPER 3.4 COMPUTER CONCEPTS AND SOFTWARE PACKAGES

PRACTICAL EXAMINATION 2020

B.A. (VS) HRM/MMRB/SME/MM/MMI/TOURISM SEMESTER 3rd (FOR EX/ RE-APPEAR STUDENTS)

MAX MARKS: 25

MAX TIME: 60 MINUTES

GUIDELINES:

- All students are requested to reply immediately with message i.e. "question paper received" latest by 10:30 am at vibha@cvs.du.ac.in , which will be marked as the student's attendance for the practical examination.
- Time allowed for Practical is 10 am to 11 am. For uploading/ mailing your answer files at vibha@cvs.du.ac.in , time allowed is 11 am to 12 pm.
- All students are required to write their name, along with examination roll no. in the subject of mail and need to send all files (answers) in one single mail at vibha@cvs.du.ac.in
- All questions are compulsory.

Ques. 1 Prepare a Payroll of 5 employees in MS EXCEL, from the following details:

- Basic salary of A, B, C, D, E is ₹ 12000, 18000, 18000, 24000, 30000 respectively.
- House Rent Allowance (HRA)

Basic Pay ₹	HRA
Upto 18000	10% of Basic Salary
18001 to 24000	1200+ 20% of Basic Salary above ₹18000
Above 24000	1800+ 30% of Basic Salary above ₹24000
- Dearness Allowance is 20%.
- Tax is calculated at the rate of 10% on Gross salary.
Calculate net salary of all the employees using cell referencing.

(12 marks).....

Ques. 2 Prepare a Word document: Make use of watermark, Design: Times New Roman, Font size: 12,

Line spacing: 1.5, Content: Justified.

Write a letter to thank your elder brother who had advised you in your studies.

(8 marks).....

Ques. 3 Prepare a Power Point presentation with at least 5 slides (make use of slide transition) on any one of the topic:

- Types of Printers
- Online Education

(5 marks).....