



Q.1 Create bills/leaflets/brochures using shapes, text box and table in LibreOffice Writer.

Q. 2 Create a student marks statement by using spreadsheet for the following:

Name	English	History	Science	Total
Ajit	88	97	81	
Pankaj	71	66	78	
Sujit	84	79	76	
Rahul	63	72	58	
Suman	49	57	53	

Find the Total, Result, Average, Max and Marks.

Q.3 Create a Presentation file with 5 slides. Apply transition effect and slide advance every two seconds automatically.

Q.4 A university maintain a year wise result for the three courses and then generates an average report as given below:

Sr. No.	Year	Course 1	Course 2	Course 3	Average
1	2014	300	650	560	
2	2015	450	500	400	
3	2016	490	400	250	
4	2017	600	650	350	
5	2018	500	550	450	
Course Wise Average					

- Create the worksheet shown above.
- Save the file with name "Course".
- Use the AutoFill to put the Sr. No. into cells.
- Set the column widths as follows Column A:8, Column B:14, Column C& D :15, Columns E&F:14
- Complete the report to calculate the course wise average in row 6.
- Provide formula to calculate year wise average in column F.

Q.5 Create a presentation using impress tool by making minimum 5 slides about own institution and do the following tasks:

- Search web to select an appropriate model for biodata and covering letter.
- Prepare own biodata to apply for a position/job w.r.t selected course of study.
- Save the file.
- Protect the file with a password.
- Convert the file to portable document format, so that the file will be seen intact in all OS platforms.



- f) Send files through email to your friend.

Q.6 Create a document in writer on a topic of your choice. Format the document with various fonts (minimum 10, maximum 12) and margins (minimum 1.5, maximum 3), The document should include .

- a) A. Bullet or numbered list
- b) A. Table containing name, address, basic pay, department as column heading
- c) A picture of lion using clip art gallery
- d) An example of word art
- e) A header with student name& date
- f) A footer with pagination

Q. 7 Create the worksheet shown above and save the file with name" Employees\_Details"

NAME	DEPARTMENT	DESIGNATION	SALARY	ADDRESS
JUHI	SBI	BM	100000	LKO
HARSH	LIC	AD	80000	KANPUR
ANANYA	SBI	RM	200000	BAREILY
GAURAV	LIC	MD	90000	LKO
KAJAL	FCI	RM	200000	KANPUR
MAYANK	LIC	MD	80000	MEERUT

Do the following :

- a) **Merge and center** the Heading "**EMPLOYEE'S DATABASE**" Apply the cell style to Accent.
- b) Make the column heading in **BOLD** format.
- c) Count the total no. of employees **DEPARTMENT WISE**.
- d) List the name of employees whose salary is greater than **120000**
- e) Count the total no. of employee who have salary greater than **100000**
- f) Sort the data **DEPARTMENT** wise in ascending order
- g) Generate a **column chart and line chart** to highlight employee name and their salary.
- h) Generate a **Pie chart** along the salary contribution by each DEPARTMENT.

Q. 8 Create a presentation consisting of 5 slides on "Delhi-Capital of India" in LibreOffice keeping in mind the following features:

- a) Select the presentation option in LibreOffice.
- b) Select the blue border as the presentation background.
- c) Create your first presentation add as a title "LibreOffice First knowledge".
- d) Create a blank slide to a new presentation and insert an image that you have stored in your folders your desktop or "My pictures folder".

Q.9 Make a template for the bio-data with the following format

Bio-data  
Name  
Father's Name



Date of Birth:

Age:

Address

Education Qualification

Sr. No.

Qualification

Board

Percentage

Work Experience

Q.10 Create worksheet "Employees" with the following information

Name	Phone	Floor	Office	Dept.	Design	Salary
Neha	5834	2	11	Admin	PM	8000
Sucheta	2812	2	21	Admin	CL	9000
Amit	3477	1	17	Mkt	CL	10000
Arunesh	6992	3	14	Mkt	MM	8500
Ashwin	1538	3	12	Mky	SI	5000

- To find floor in which there is no person whose name starts with A.
- To display name and office for the persons in office 11 and 14.
- To extract name and phone for the person on the floor between 2 and 4.
- To extract name and office for persons of Admin department
- To extract name and phone for the persons having salary more than 8000/-

Q.11 Set up a new presentation of the three slides.

1. On the Master Slide.

- Apply a theme of your choice to the master slide.
- Include an automated page number in the bottom left of the footer.
- Place a clipart image of a pen or pencil as logo in the top right corner.

2. Add the following text in slide 1

- Heading : Hothouse Design (Red, 25 point, Arial font, left aligned)

3. On the Second slide type the following text where font="Arial" size="20"

a) Earlier in the year we started to analyze the sales profile for the stationery business stream within Hothouse. The areas of initial investigation were selected as the management of our sales team, our customer base, website effectiveness, and an analysis of our most successful product lines.

4. On the third slide where font ="Arial" size ="20"

Possible timings for these bonuses include.

- Weekly
- Monthly
- Quarterly
- Annually

Q. 12 Below is given a letter and some address. This letter is to be sent to all these addresses. User mail range.

Address are:

- Amit, H. No. 424, Sector 8D, Lajpat Nagar, New Delhi
- Rohit, H No. 444, Sector 125C, Chandigarh
- Jyoti, H No. 550, Sector 16A, Gomati Nagar, Lucknow



The Letter is

To,

<<Name>>

<<Address>>

Dear<<Name>>

You are advised to appear for an interview on the <<date>> at 9.00 A.M.  
with your original documents.

Yours Sincerely

ABC Limited,  
Industrial Phase – 7, New Delhi.

