



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education
Session: 2021-22 (Winter Semester)
B. Voc. Program, 1st Semester,
End-Sem. Examination

Name..... School..... Registration No.....

Course Code: GEN1102

Time: 2 Hours

Course Name: Office Software Tools

Max. Marks: 50

Instruction: Implement all sections using Libre office tool. Please write the Libre calc formula in the sheet as well as implement them.

Sec A

Q.1. Implement the following in Libre writer-

5*1

- Create a basic **shape of Isosceles Triangle** in a document sheet.
- Fill color **Green** in the shape and outline color **Black**
- Write a statement **"I LOVE INDIA"** with font **size 18**.

Q.2. Implement following using Libre Writer-

3*1

- Make a table in writer document as shown below-
- With font size 16
- Give heading Grocery details with **bold** text and size 16

Items	Quantity (per Kg)	Price
Wheat	12	60
Rice	16	90
Sugar	15	55
Lentils	17	120

Q.3. Create a Watermark "INFOSYS" on document sheet.

2*1



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Sec -B

Q.1. Implement following Questions using Libre Calc Formula as given below:

Calculate a company's profit status (year wise)

12*1

YEAR	TOTAL INCOME	18% INTEREST PAID	PROFIT	15% TAX	PROFIT AFTER TAX
2001	25000				
2002	27000				
2003	20000				
2004	15000				
2005	12000				
2006	10000				
2007	9000				
2008	8000				
2009	7000				
2010	5000				

Q.2. Make a Column chart with proper heading using Libre Calc as given below: 8*1

Sales analysis of Computer Hardware in Major Cities				
Period, Jan'2020 to Dec'2021				
Figures in thousand				
S. NO.	CITY	Mouse	Computer	Printer
1	AUSTRALIA	30	20	16
2	SINGAPORE	15	16	26
3	MUMBAI	20	15	19
4	CALOFORNIA	22	20	24
5	ITALY	35	25	26



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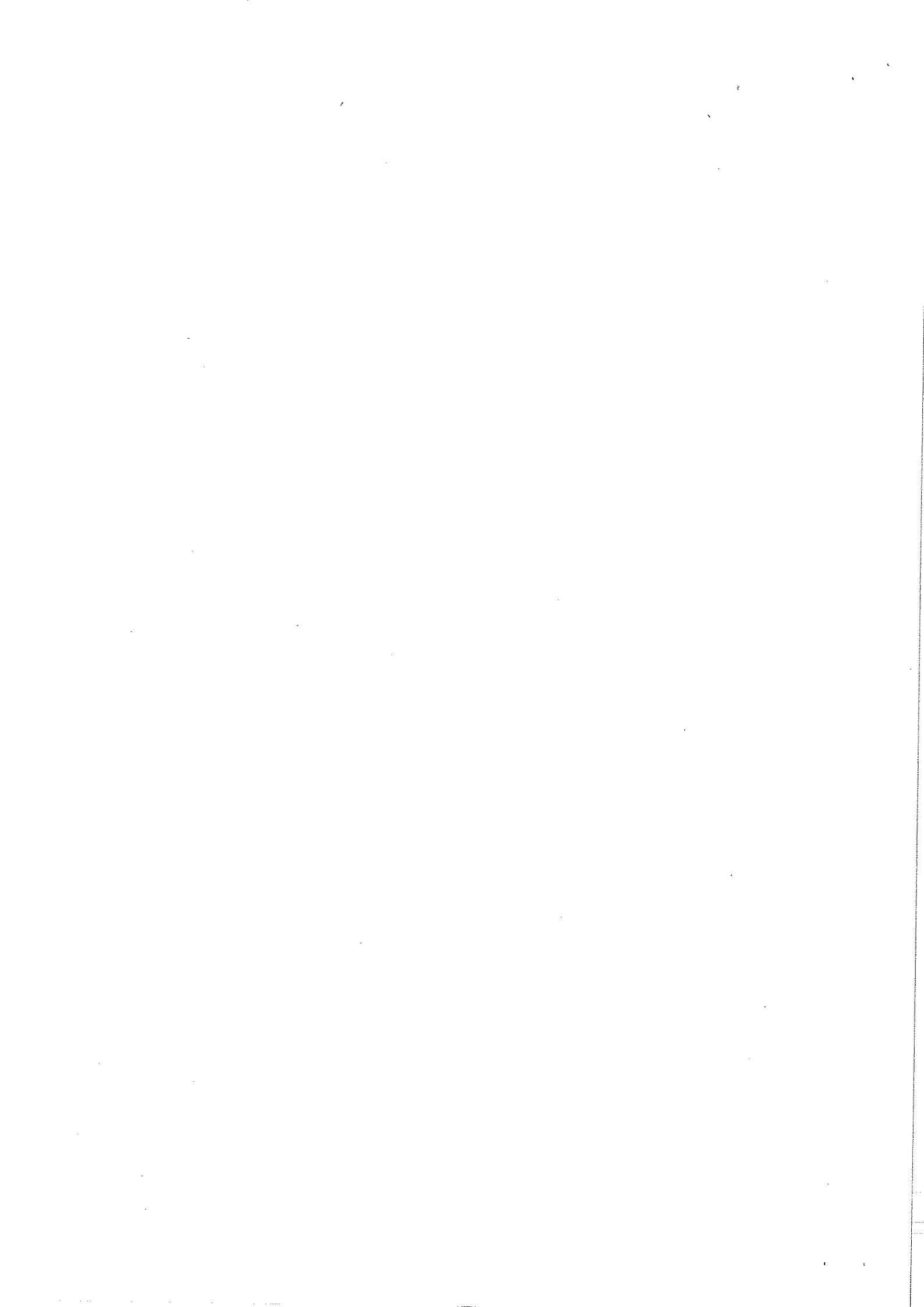
Sec C

Q.1. Implement following using Libre Impress-

10*1

Prepare a Presentation On **"SKILL EDUCATION"**

- a. Make a slide of the front page with the topic **"SKILL EDUCATION"**.
- b. Prepare minimum **5 slides** on the topic **SKILL EDUCATION**.





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Sec A

Q.1. Implement the following in Libre writer-

5*1

- Create a basic **shape of Cross +** in a document sheet.
- Fill color **Red** in the shape and outline color **Black**
- Write a statement **"I LOVE BSDU"** with font **size 18**.

Q.2. Implement following using Libre Writer-

3*1

- Make a table in writer document as shown below-
- With font size 14
- Give heading student detail with **bold** text and size **18**

Name	Place	Age	Class
Deepika	Jaipur	12	6
Ankita	Delhi	16	10
Rohan	Mumbai	15	9
Abhay	Chandigarh	17	12

Q.3. Create a Watermark "INTEL" on document sheet.

2*1



BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Sec -B

Q.1. Implement following Questions using Libre Calc Formula as given below:

Calculate a company's profit status (year wise)

12*1

YEAR	TOTAL INCOME	INTEREST PAID	PROFIT	TAX	PROFIT AFTER TAX
2012	4,500				
2013	5,500				
2014	7,000				
2015	8,000				
2016	9,000				
2017	12,000				
2018	15,000				
2019	20,000				
2020	25,000				
2021	27,000				

Q.2. Make a Column chart with proper heading using Libre Calc as given below: 8*1

Sales analysis of Computer Hardware in Major Cities				
Period, Jan'2020 to Dec'2021				
Figures in thousand				
S. NO.	CITY	CPU	Keyboard	Printer
1	Jaipur	10	25	11
2	Mumbai	9	26	6
3	London	15	8	9
4	Boston	25	20	14
5	New York	25	19	20



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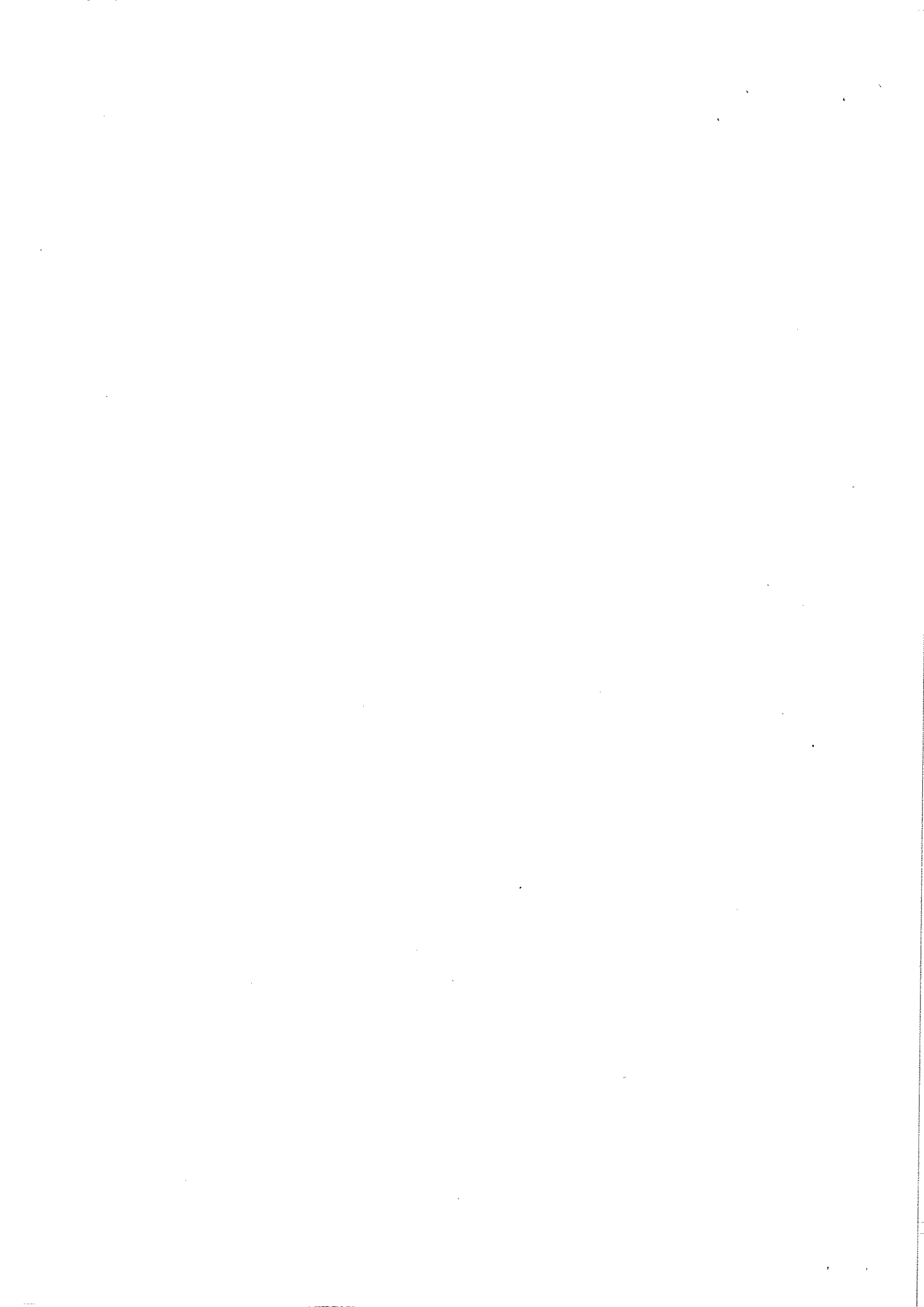
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BHARTIYA SKILL DEVELOPMENT UNIVERSITY

18th July 2022 End Sem Exam

16 (1st)

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BHARTIYA SKILL DEVELOPMENT UNIVERSITY

Sec -B

Q.1. Implement following Questions using Libre Calc Formula as given below:

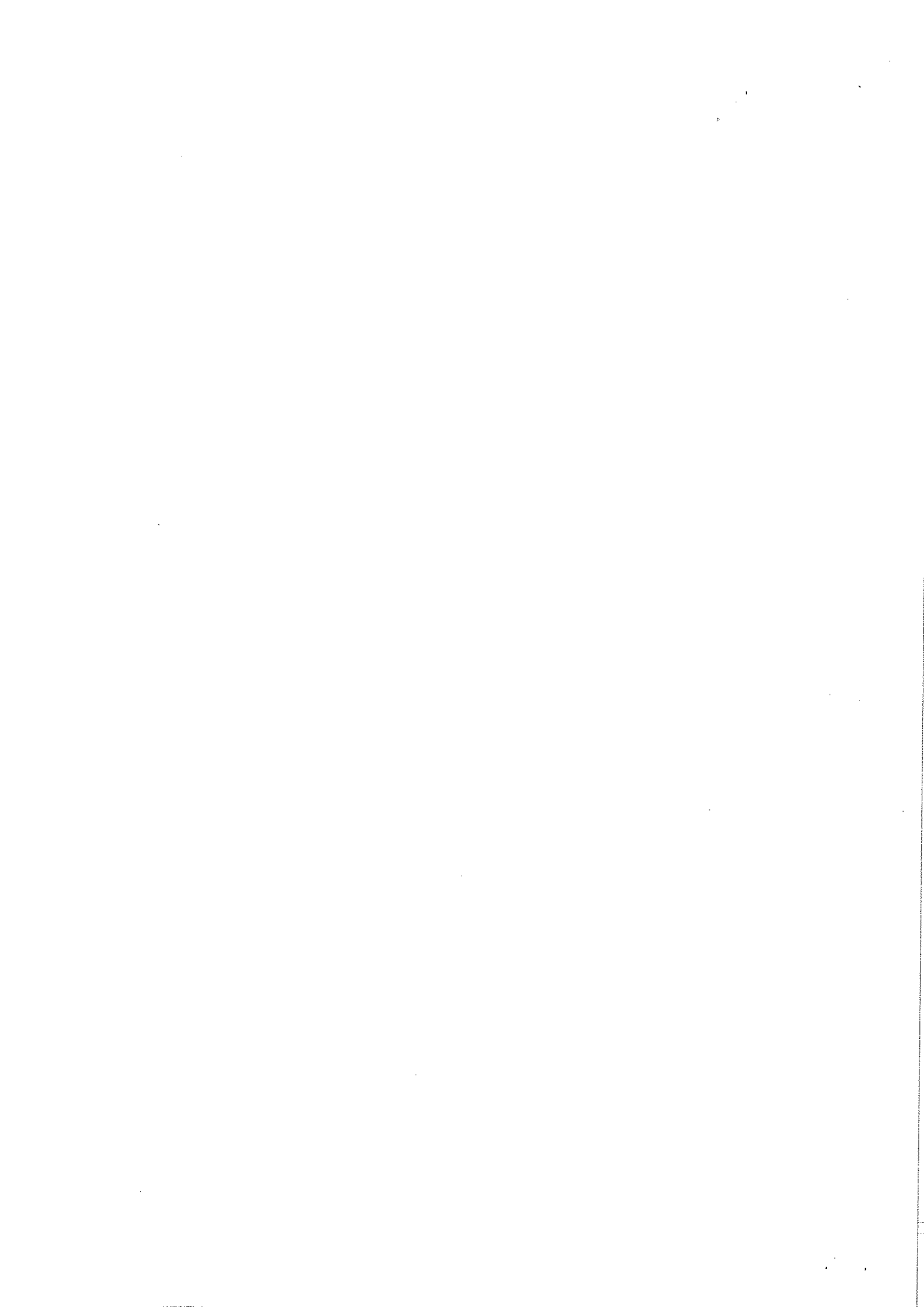
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2021	27,000				

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