

**Submitted by: Khalid Zadran**

**Submitted to: Sir Zakir Rahim**

**Subject: Computer Application to business**

**Date: 30th June, 2020**

**Roll number: 15095**

**Final exams**

**Question # 1.**

**MS Word (30 marks)**

1. **Fill some random text; insert a section break to create two sections on same page.**

**Answer:**

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look

.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

1. **Use DropCap (use random text if needed).**

**Answer:**

O

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1. **Insert an image, after inserting image fill the document with random text and use text wraping option to align text with image.**

**Pashtun Cultures:** Pashtun culture is based on islamic principles and Pashtunwali. Pashtun culture is the oldest culture of the region which has a history of over five thousand (5000) years.

the Pashtun cultures comes from the Loya Paktia region of Afghanistan when it was Great Afghanistan which is called “loy Afghanistan” in Pashto. Pashtun men usually wear a Partūg-Kamees in [Pashto](https://en.wikipedia.org/wiki/Pashto_language) (sometimes worn with a [pakul](https://en.wikipedia.org/wiki/Pakul%22%20%5Co%20%22Pakul) or Lūngai). In the [Kandahar](https://en.wikipedia.org/wiki/Kandahar) region young men usually wear different type of hat similar to a [topi](https://en.wikipedia.org/wiki/Sindhi_topi%22%20%5Co%20%22Sindhi%20topi) and in the [Peshawar](https://en.wikipedia.org/wiki/Peshawar) region they wear white [kufis](https://en.wikipedia.org/wiki/Kufi%22%20%5Co%20%22Kufi) instead. Leaders or tribal chiefs sometimes wear a [karakul](https://en.wikipedia.org/wiki/Karakul_%28hat%29) hat. The Pashtun Lūngai (or Paṭkay) is the most worn headpiece in Afghanistan, with different tribes having different styles and colours to indicate what tribe or region they come from.

Women and girls wear traditional long dresses and cover their hair with a light piece of cloth

1. **Insert table of contents in your document.**

Table of Contents

**Khalid zadran1**

Abid zadran2

Jawad zadran3

**zadrans4**

shiraz5

umaid6

1. **Write down the steps involved in Mail Merge.**

**Step 1: Select a Document Type:**

 The first step is to select what Word calls a “document type” in the Mail Merge task pane, what kind of mail-merge you want to undertake: form letters, e-mail messages, envelopes for mass-mailings, labels for mass-mailings, or a directory (a list or catalog). Choose an option button and click Next at the bottom of the task pane to go to step 2.

**Step 2: Select a Starting Document**:

 What Word calls the “starting document” is the document in which the merging takes place. In other words, the address or other data you retrieve will land in the document you choose or create now. You can create a new start document or use an existing one. In the case of labels and envelopes, you tell Word what size labels or envelopes you intend to print on. In the case of form letters, e-mail messages, and directories, you supply the text either by making use of a document you’ve written already or writing a new document.

**Step 3: Select Recipients:**

 In step 3, you tell Word where to get the data that you will merge into the starting document you created or supplied in step 2. You can retrieve the data from a table in a Word document, an Access database table or query, or the address book or contact list where you store your addresses. You can also create a new list for the data if you haven’t entered the data in a file yet.

**Step 4: Write/Arrange Your Document**:

 In step 4, you insert the merge fields, the parts of the starting document that differ from recipient to recipient. By inserting merge fields, you tell Word where to plug information from the data source into the starting document. You also tell Word which data to take from the data source. Word offers special tools for entering an address block – the recipient’s address, including his or her name, company, title, street address, city, and zip code.

**Step 5: Preview Your Document**:

 In step 5, you get a chance to see what your form letters, e-mail messages, envelopes, labels, or directory will look like after they are printed or sent. In this step, you find out what the document will look like when real data is plugged into it. If something is amiss in the document, you can click the Previous link to return to step 4, the Write/Arrange your document task pane, and make changes there.

**Step 6: Complete the Merge**:

 Step 6 is where you complete the merge by either printing a new document or saving the new file and printing it later. By saving the merged data in a new file, you can edit the file before printing it. In the case of e-mail messages, you click the Electronic Mail link to tell Word to send the e-mail messages.

**MS Excel (20 marks)**

**Q1. Paste the following table in Excel and find total sale of pepsi using formula. (5)**



**Q2**. **Paste the following table in Excel and find total sales and average for quarter and for each moth. (10)**



**Q3. Paste the following table in Excel and find the total number of items sold. (5)**

