

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
H-8/4, ISLAMABAD

COMPUTER SCIENCE (HIC)

(National Curriculum 2009)

PRACTICAL EXAMINATION SSC 2023

GENERAL INSTRUCTIONS FOR PRACTICAL EXAMINER

S. No.	Instructions	Marks
1.	Examiner(s) shall assign any Eight (08) practical tasks FOUR (04) from each section to the candidates. The candidates shall perform any SIX (06) practical Tasks THREE (3) from each section.	
2.	Each experiment of 10 marks shall be assessed according to the given marking scheme.	Starting / Turning ON the machine computer (02 marks)
		Selection of Software / Program (02 marks)
		Observation (02 marks)
		Performance/Typing (02 marks)
		Correctly save the document (02 marks)
	6 X 10 = 60 Marks	
3.	Examine the Practical notebook, duly Signed by the Teacher.	10 Marks
4.	Viva voce	10 Marks
	Total	80 Marks
5.	Examiner shall ensure that each candidate performs THREE (3) from each section	
6.	Examiner may not give same experiments in two consecutive groups.	
7.	Examiner may give some extra time OR attention to candidates.	
8.	Conduct viva questions (at least FIVE (05)) from different units included in Curriculum 2009	(10 marks)
9.	Examine the practical notebooks, signed by teacher.	(10 marks)
10.	Maximum time allowed for practical examination will be 3 hours	

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Time Allowed: 3:00 Hours

Total Marks: 80

NOTE: Attempt any SIX Questions (i.e., Three (3) questions from each Section). All question carries equal marks. Examiner shall assign Four (4) Practical Tasks from each Sections. Candidates shall perform Three (03) Task from each Section. Examiner may provide some sample data for ease of carrying out the assigned tasks.

SECTION I (Marks 30)

MS WORD

Q # 1: By using MS Word. Type an application to your Principal.

Q # 2: Type a paragraph from your English book and apply the following:

- “BOLD” the text
- “Underline” the different words.
- “Justify” the text
- “Cut” some text and “Paste” it one another page
- Change the color of the text
- Use the “Redo” and “Undo” button
- Change the font size
- Save the typed text with your name

Q # 3 Perform the following tasks:

- Apply themes to Documents
- Modifying page layout using the page layout Group
- Modifying page layout using the Dialog Box
- Inserting page breaks and section breaks.

Q # 4 Perform the following tasks.

- Adding a Header and Footer
- Adding page Numbers to a Header and Footer.
- Removing Header and Footer.
- Insert picture and clipArt
- Wrapping text around the picture or clipArt.

Q # 5: Insert a table and perform the following tasks.

- Adding Rows and Column to a table
- Deleting Row, Column, Cell or a Table
- Merging or splitting cells on a Table
- Resizing Row or Column in a Table
- Adding a Border and Shading to a Table

Q # 6: Insert an Image into the Shape also add some text in it and change the text color and inner / internal side color of the shape.

SECTION II (Marks 30)

MS Excel

Q # 1: Create a sheet to show your class time table.

Q # 2: Type the following given data and perform the following tasks by using formula.

Roll No.	Student Name	English	Urdu	Maths	Computer	Total
1	Saba	20	10	14	15	
2	Alia	21	12	14	18	
3	Shabana	33	13	7	17	
4	Sana	15	14	8	20	
5	Farhana	14	17	10	18	
6	Bushra	16	8	20	15	
7	Ayesha	18	19	3	14	
8	Aksa	19	20	7	18	
9	Zanab	22	13	8	19	
10	Shala	26	12	10	27	

- Total number in all subject of each student.
- Count how many students.
- Add new row between 4 and 5.
- Add column between English and Maths.
- Save all the documents.

Q # 3: Create a spreadsheet to generate the table of 14 in Excel using autofill option.

Q # 4: Using the add formula in worksheet and perform its following:

Add 4 plus 4 plus 16, divide the answer by 2 and then multiply the result by 5. Find the answer.

Q # 5: Move around the worksheet using the down and up arrow keys, the right and left arrow key, the tab key and home key.

Q # 6: By using data from section **II** Question # 2 and perform the following tasks.

- Creating a chart
- Changing chart type
- Changing chart layout
- Changing chart style