


Mock test - FINAL EXAM MODEL QUESTION PAPER

I. **Type the following:**

Dhofar University

DU is a not-for-profit private institution of higher education in Salalah, Sultanate of Oman, established by Ministerial Decree No. 5/2004, issued in January 2004 (SM01). DU formally commenced its operations in September 2004 on the premises of the National College of Science and Technology , which was then officially incorporated into DU.

DU is a young university, where campus life is brimming with social and cultural events that reflect the rich heritage of Oman and that of Dhofar (art exhibits, performances, poetry readings, environmental awareness presentations, etc.).

- **Staff and Students**
- **Administrative Structure**

II. **Do the following actions on the document created above:**

1. **Copy** the first paragraph and **Paste** it into page 2.
2. Change the **bulleted lines** to numbers – 1),2)
3. Apply blue **double Underline** to the title of the document.
4. Insert a **Smart Art graphic - Process**.
5. Insert Quadratic **Equation** on page 2.
6. **Highlight** the second paragraph to yellow color.
7. **Change** the **Case** of title to **Uppercase**.
8. Change the **Line Spacing** of the first paragraph to **1.5** on page 2.
9. Add a double line, green color **Page Border** to the document.
10. **Insert** a **Footer** Retrospect and type Welcome.
11. Insert any 5 mathematical **Symbols** and type $R_{\max} = (P_s \cdot G^2 \cdot \lambda^2 \cdot \sigma)^{1/2}$ at the end of the document.
12. **Insert** a Flowchart **Shape** at the end of the document.
13. **Insert** a Tulip **Picture** in page 3 of the document.
14. **Insert** any **Word Art** and type Welcome to Oman on page 1.
15. Insert a **Drop Cap** for the first letter in the first paragraph of the document on page 2.
16. Insert a **Screen shot** on page 2 and change the **page color** to blue.

III. Create the table and enter the data as shown below:

REPORT			
Sales Report	Item	Oct	Nov
	CPU	467	480
	Monitor	679	780
	Keyboard	750	800
Total			

Do the following actions on the table created above:

1. Align all the cells to **Center**.
2. Change the **Font size** of the text in row 1 to 15.
3. **Copy** the table and **paste** it into Page 4.
4. On Page 4, **Split** the table from second row.
5. Add/**Insert** a new row before Monitor.
6. Give the table **Border** color - Red and give different **Shades** to each column.
7. Calculate the **Total Sales** of Sep, Oct and Nov using **Formulas** and **Sort** the column Item in **Descending Order**.

