



Extra Reading Time: 15 Minutes
Time Allowed: 02 Hours

Maximum Marks: 100

Roll No.:

INSTRUCTIONS TO THE EXAMINEES:

- (i) Attempt all sections of the question paper.
- (ii) Write your Roll No. in the space provided above.
- (iii) Answers must be ticked/ submitted in online CBE Application, for Section-A – Multiple Choice Questions (MCQs), and typed in provided solution file(s) available on desktop of allocated PC, for Section-B – Practical/ Theory, and should be relevant and brief. It is not necessary to maintain the sequence.
- (iv) Use of non-programmable scientific calculators is allowed.
- (v) Read the instructions printed on the Top Cover Sheet CAREFULLY before attempting the paper.
- (vi) In marking the question paper, the examiners take into account clarity of exposition, logic of arguments, effective presentation, language and use of diagram/ chart, where appropriate.
- (vii) DO NOT write your Name, Reg. No. or Roll No., or any irrelevant information inside the answers/ solutions.
- (viii) Question No. 1 – “Section-A – MCQs” available separately through CBE Application, is an integral part of this question paper.
- (ix) Question Paper, along with Working Sheet(s), must be attached with the provided Top Cover Sheet before leaving the examination hall.

DURING EXTRA READING TIME, WRITING/ TYPING IS STRICTLY PROHIBITED

SECTION-A – MULTIPLE CHOICE QUESTIONS (MCQs)

[Hint: Examinees are supposed to attempt the given MCQs, using online CBE Application through Exam Supervisor’s Password and submit the answers before quitting exam session.]

Question No. 1

Suggested Time : 15 Min. | Total Marks : 30

Multiple Choice Questions [MCQs]

Attempt all MCQs, choosing most appropriate answers as appear on computer screen [illustrated below for understanding]:

1. In MS Excel, _____ displays the active cell addresses or object name.
 - File tab
 - Name box
 - Status bar
 - View buttons
2. In MS Word, _____ can be used to go to another document.
 - Shortcut
 - Hyperlink
 - Mail Merge
 - Zoom slider

3.

4.

5.

20. In MS PowerPoint, if you want to attach the comment to a particular object, click _____ button to select it.
- Select Object
 - Shapes
 - Set Up Slide Show
 - Reading View

SECTION-B – PRACTICAL/ THEORY

[Hint: Examinees are supposed to attempt the given questions, using MS Excel, Word and PowerPoint Templates through the given Password <*****> and attach the printouts of solutions with provided Top Cover Sheet, duly signed by the Invigilator, before leaving the exam lab.]

Question No. 2

Suggested Time : 60 Min. | Total Marks : 40

Log on to provided MS Excel Template and do the following:

- (a) Prepare the worksheet as given below:

STOCKMAN WORLD

PSX Universe Valuation							
Shares	Opening Rate (Rupees)	Closing Rate (Rupees)	Change	Change %	Fair Value (Rupees)	Recommendations	Paste Recommendations Formula
NGPL	68.50	67.25			75.00		
GDC	129.00	130.90			140.00		
LOK	11.00	11.00			10.00		
EEL	4.12	4.13			10.00		
QSO	175.00	172.00			200.00		

Minimum change =

Maximum change =

- (b) Calculate change in share value
- (c) Change percentage of each share with respect to opening rate
- (d) Find maximum change and minimum change
- (e) Insert Recommendations (If closing rate < fair value then, "BUY" otherwise "SELL" shares)
- (f) Draw a Bar chart between "Shares" vs. "Fair Value"

Question No. 3**Suggested Time : 23 Min. | Total Marks : 15**

Log on to provided MS Word Template and prepare the following by applying proper formatting. (Do not use your personal data, ONLY draft the given matter.)

KARACHI BANK

Following cars are available for sale on "As and Where Basis":

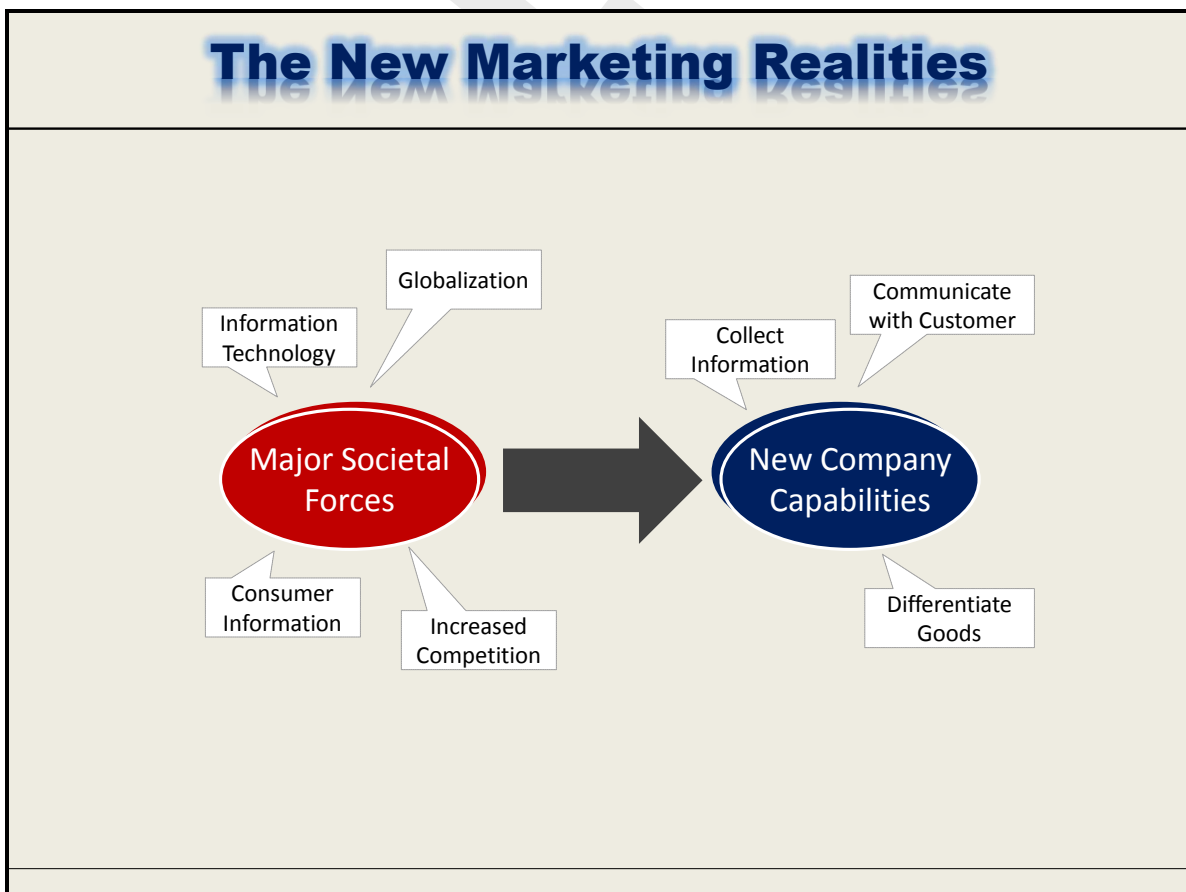
MAKE/ MODEL	REGISTRATION NO.	LOCATION
Honda City [1300cc; 1.3 i-VTEC Prosmatec]/ 2019	APE-229	Head Office, Clifton, Karachi. [Inspect: On October 25, 2019 from 09:00 am to 04:00 pm]
Toyota Corolla [1300cc; XLi VVTi]/ 2019	AJD-555	

Sealed offer, with a pay order of **5%** as earnest money, be submitted at Head Office not later than **October 20, 2019**. The bank reserves the right to accept or reject any offer without assigning any reason thereof.

Admin. Officer

Question No. 4**Suggested Time : 22 Min. | Total Marks : 15**

Prepare the following slide on provided MS PowerPoint Template by applying proper formatting.

**THE END**

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