

FOCUS A365

Another Manyamfranchise.Com Evaluation Test

451/2
PAPER 2
Question One

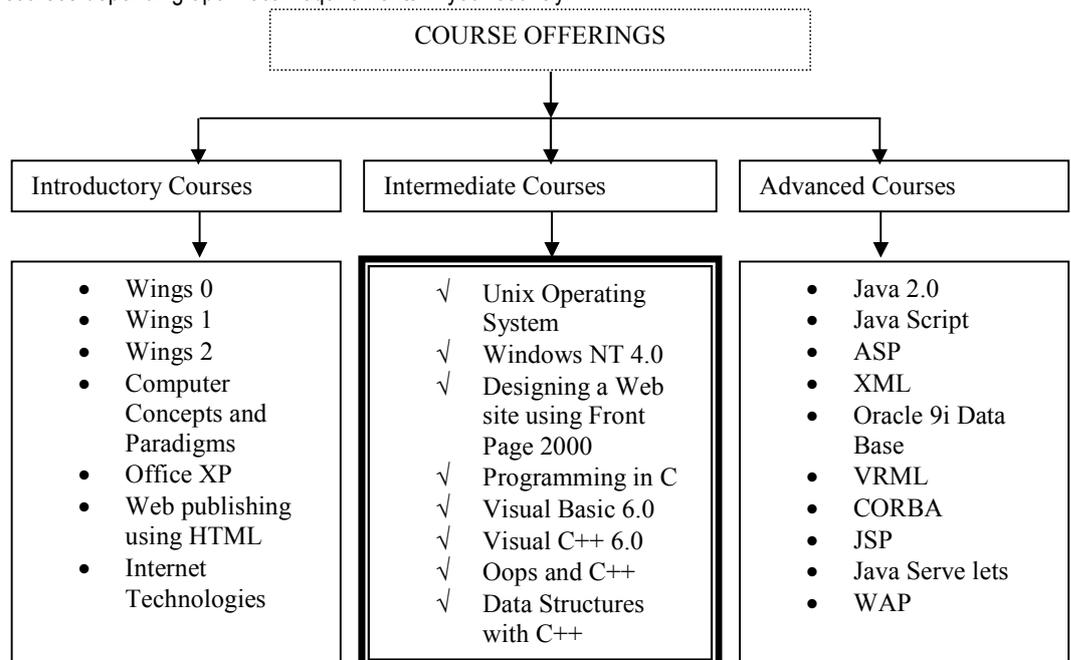
Use Ms Word to prepare the following document:

(8 Mks) *BND*

16. Course Offerings

16.1 Off-The-Shelf Contents For Classroom Training

The following is the partial list of courses, which could be made available by Tata Infotech. However, Tata Infotech shall propose & finalize course offerings depending upon the actual requirements. Tata Infotech would also provide upgrades and new courses to keep pace with the latest industry trends. In addition, Tata Infotech may design, develop and offer specific customized courses depending upon local requirements in your country.



The outline of IT and Business Skill Titles is given below.

Information Technology				
Software Development	OS & Server Tech.	Internet & Network Tech.	Enterprise Data systems	Web Design
Software Development Principles	OS & Server Fundamentals	Cisco	Database Design Principles	Site Design Principles & Tools
Software Development Tools	Microsoft Windows	Internetworking	Oracle Database Systems	Macromedia Design Tools
Generic Languages	Unix & Mainframes			
Certifications				
MCAD	MCSA	CCNA/P	OCA	Macromedia
CLS	A+	CCIE		
CLP	Server+	iNET+		
JCert	Linux+	Network+		
	LPI	CIW		
	CSA	SANS GIAC		

- a) Save the file as **A:\Courses.doc** **(2 Mks) *BND***
- b) Give the entire document “**Arial**” font, size **10**. **(2 Mks) *BND***
- c) Adjust your page so that the entire document fits on **one** page **(3 Mks) *BND***
- d) **Group** all the objects in the diagram to make it one **(3 Mks) *BND***
- e) Remove the row containing “**LPI**” and “**CIW**” and add a row above that of “**CLS**”, “**A+**”... **(2 Mks) *BND***
- f) Sort the table data as follows: **(2 Mks) *BND***
 - i.) Section below Information technology **ascending**
 - ii.) Section below Certifications **descending**
- g) **Print** a copy of the document **(3 Mks) *BND***