

IV SEMESTER DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE

WORD PROCESSING II**Part B – Word Processing**

MODEL QUESTION PAPER

*Duration : 30 minutes**Marks : 50***Question No. 1**

Prepare a Salary Report in the given format from the following information

THAYYAMBATTIL SILKS KASARAGOD										
Sl. No.	Name	Basic Pay	HRA	DA	TA	PF	LIC	Gross	DEDN	Net
1	Geetha	5600								
2	Manu	5500								
3	Manju	4500								
4	Neena	1500								
5	Seena	2500								
6	Mohan	6500								
7	Sivan	8500								
8	Akshay	7500								
9	Aleena	8500								
10	Nimya	7500								

Information :-

1. Change the page orientation to landscape
2. Sort the data in the ascending order of "Name"
3. HRA = 5%, DA = 3%, TA = 2%, PF = 12%, LIC = 8% of Basic Pay.
4. Gross = Basic + HRA + DA + TA
5. Deduction = PF + LIC
6. TOTAL = Gross - Deduction