

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 an Electricity Bill in the given format from the following information**

KERALA STATE ELECTRICITY BOARD KALAMASSERY, ERNAKULAM							
Sl.No.	Name	PR	CR	Unit	Amt/U	Rent	Total
1	Harikrishnan	54327	54567		1.75	80	
2	Shanavas	56765	56876		2	85	
3	Manoharan	34565	34665		4.5	150	
4	Andrews	23454	23554		1.2	80	
5	Gopeekrishnan	23432	23540		1.75	80	
6	Basil	45788	45824		2	80	
7	Mubaris	32152	32278		1.25	80	
8	Anilkumar	56589	56699		1.5	125	
9	Thomas Jacob	89450	89765		1.5	125	
10	Vipin Das	10457	10743		1.25	80	

PR : Previous Reading

CR : Current Reading

Unit = CR - PR

Total = Unit * Amt/U + Rent