

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**

Create "Pivot Table" for the following data.

AM HONDA SALES REPORT 2011		
Month	Bike Name	Sold
January	Unicorn	450
January	Passion PRO	425
February	Unicorn	755
February	Passion PRO	750
March	Unicorn	125
March	Passion PRO	145
March	Discover DTSi	175
April	Unicorn	180
May	Passion PRO	650
May	Unicorn	155
June	Discover DTSi	125
June	Passion PRO	100
July	Passion PRO	450
July	Unicorn	95
July	Discover DTSi	540
August	Discover DTSi	545
August	Passion PRO	500
September	Unicorn	850
October	Unicorn	925
November	Passion PRO	875
December	Passion PRO	855
December	Discover DTSi	820