

Practical Test [Limited Departmental Examination, 2025]

Total Mark : 20

Job 1: Type the following content on MS-Word.

While natural phenomena cannot themselves be prevented from happening, disaster **prevention** refers to actions that ensure they are not disaster- or emergency-level events. Preventative measures aim to permanently reduce the risk of the impacts of disaster. There are multiple types of preventative measures that can work together to reduce risk.

14 Marks

- | | | |
|----|---|---|
| 1 | Copy the typed paragraph to 6 new paragraph | 1 |
| 2 | Create a new folder named "LDE Test" in the desktop of the computer. | 1 |
| 3 | Format the 1 st paragraph with line spacing 1.5 | 1 |
| 4 | Format the 2 nd paragraph with justified alignment. | 1 |
| 5 | Format the 3 rd paragraph to BOLD type | 1 |
| 6 | Format the 4 th paragraph to change the Font Type | 1 |
| 7 | Format the 5 th paragraph to font size 16. | 1 |
| 8 | Format the 6 th paragraph to change font colour. | 1 |
| 9 | Change the paper size of the word file from "A4" to "Legal" size | 1 |
| 10 | Change the background colour of the document to light blue. | 1 |
| 11 | Insert a page break to add a new page to the word file | 1 |
| 12 | Change custom page margins to Top 1 cm, Left 1 cm, bottom 1cm and right 1.2 cm | 2 |
| 13 | Save the word file with filename "Test.doc" and use Save As option to save the file in a Different Name in the same folder. | 1 |

Job 2: Prepare the following table in MS-Word

Disability Category	Participants	Result	
		Accuracy	Time to Complete
Blind	5	45.2%	800 Sec
Low Vision	7	41.6%	950 Sec
Dexterity	6	98.3%	1200 Sec

Sl No	Steps	Marks
1	Drawing table	3
2	Entering data	3

N.B.: Please keep your work open till examiner checks the Jobs assigned.