FBISE PRACTICAL BASED ASSESMENT (PBA)

Guidelines/instructions for teachers/paper setters:

i.   There will be two Sections in PBA paper. In Section-A there will be one question having parts in it. Similarly, in Section-B there will be one question having parts in it.

ii.   In Section-A, Question No. 1 and 2 will be based only on one experiment taken from Part-I of the list of practicals.

iii.   In Section-B, Question No. 3 and 4 will be based on multiple experiments taken from Part-II of the list of practicals.

iv.   Ratio of Part-I practicals is 60% while ratio of Part-II practicals is 40% in the PBA paper.

v.   Draw diagram(s) if asked for.

vi.   In the new pattern of practicals i.e. Practical Based Assessment (PBA), there will be no marks for practical note books and viva voce. However, students may record procedures, observations, apparatus and calculation etc on any type of plain papers/work sheets / practical folder for their future memory of all aspects of practical performance in order to attempt the PBA Examination amicably.

vii.   It may be noted that performance of all the prescribed practicals is mandatory in the laboratories during the whole academic year and only those students will be able to attempt the PBA who will have performed the practicals in the laboratories as per requirement of each practical.

List of Practical Activities Computer Science SSC-I

		Part-I
Q.1	3.1 Word Processing	i) Recognize and define word processor ii) Manage a document (Create, open, Save, Save As, Print) iii) Edit text of the document using the following options (Select, Insert, Copy, Cut, Paste, Move, Delete text) iv) Show / Hide toolbars (Standard, Formatting, drawing, Word Art) v) Insert symbols vi) Use of the Equation Editor vii) Format text (Text, Paragraph, Page) viii) Insert page breaks and section breaks ix) Insert header, footer and page numbers x) Insert and position pictures within a document xi) Insert Word Art xii) Create a table with formatting (Add, Delete, Resize rows and columns, Adding or xiii) changing border lines and shading, Merging and splitting cells) xiv) Change the margins of the document xv) Use of Hyperlink
Q.2	3.2 Spreadsheet	i) Know the Basics of Spreadsheet • Naming cell and sheets • Filling column and rows • Addressing cells (Relative and absolute addresses) • Paste special ii) Work with functions and formulas iii) Represent the data graphically iv) Manipulate and format data (Filter, validation, protection, conditional formatting)
		Part-II
Q.3	3.3 Urdu editor	Use Urdu Editor
Q.4	2.3 Getting started with GUI O.S.	i) Identify the basic icons of GUI O.S. ii) Manage data (Files / folders)

FEDERAL BOARD OF INTERMEDIATE

AND SECONDARY EDUCATION

ISLAMABAD

Subject: Computer Science SSC-I

Paper: Practical Based Assessment (PBA)

Total Marks: 20   Time: 45 minutes

Roll Number

(0)	(0)	(0)	(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	(9)	(9)

Name of Examination: _____

Centre Code: _____

Date: _____

Sig. of Dy. Supdt. _____

Instructions for students:

1. Carefully read all the questions and then answer them at the specified spaces.
2. Use black or blue ball point.
3. Marks are mentioned against all questions in the brackets [ ].
4. Students may use the last page for rough work (if required).
5. Answer the questions as per given instructions.

Note: Attempt all questions and answer the questions within the provided spaces.

SECTION-A

Q.1 Keeping in view Figure 1 below, answer the following questions:

    i.   Which ribbon tab has the option to add a table? (Home, Insert, Page Layout, References, Mailings, Review, View). _____ [1]

    ii. Encircle the option on the picture that is used to justify align the text. [1]

    iii. Encircle the option on the picture that is used to adjust line spacing. [1]

    iv. Encircle the option on the picture that is used to print the document. [1]

    v. Which ribbon tab has the option spell check? _____ [1]

    vi. Write down the steps to save the above document in D drive.
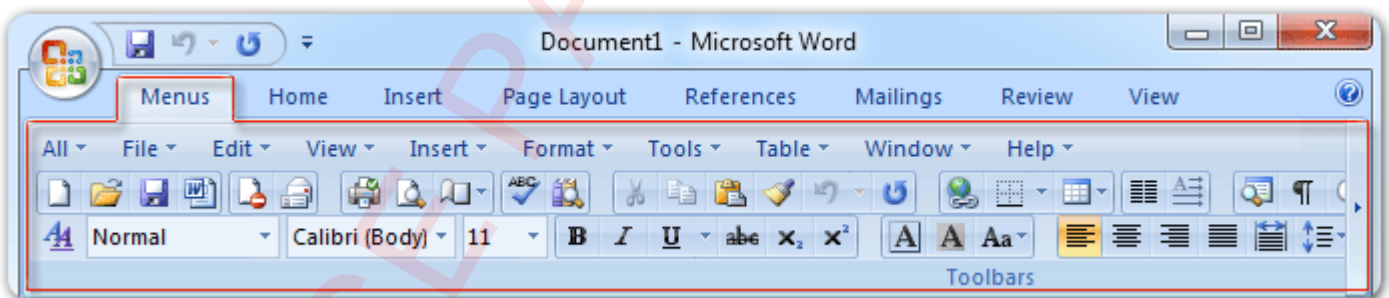
_____

_____

_____[1]

Figure 1. MS Word 2007 Toolbar

Q.2 Keeping in view the MS Excel 2007 toolbar provided in Figure 2 and Spreadsheet data provided in Figure 3, answer the following questions:

    i.   Write down the Excel formula (using Excel Function(s)) to calculate Obtained Marks as shown in the spreadsheet. _____ [1]

    ii. What MS Excel method or shortcut can we utilize to insert more Roll No. in serial.

_____ [1]

iii. Write down the Excel formula(using Excel Function(s)) to round off the percentage values to zero decimal digits. _____ [1]

iv. Encircle on Figure 2 the option we can use to change the background color of the cells Figure 3. [1]

v. Encircle on Figure 2 the option we can use to add a border around the cells in Figure 3. [1]

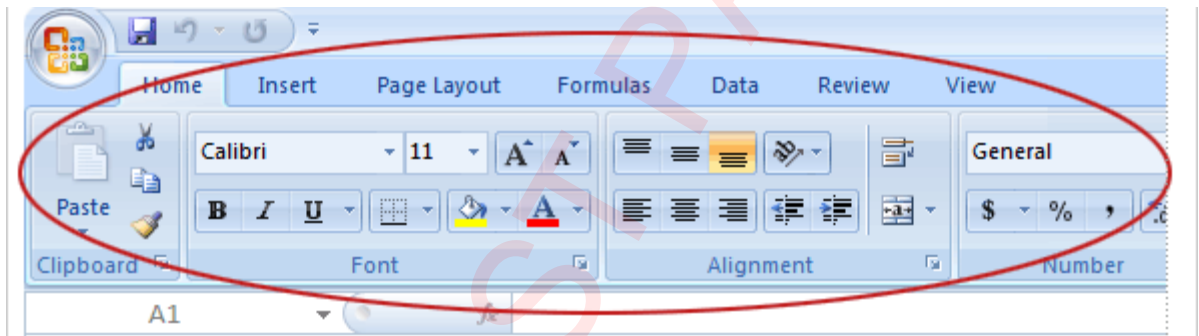vi. Write down the steps to sort the Name column in ascending order.

_____

_____

_____ [1]

Figure 2. MS Excel 2007 Toolbar

▲	A	B	C	D	E	F	G	H	I
1	Roll No.	Name	English marks	Science Marks	Urdu Marks	Obtained Marks	Total Marks	Percentage	
2	1	Ali	75	66	44	185	300	61.6666667	
3	2	Danyal	83	86	56	225	300	75	
4	3	Burhan	87	98	76	261	300	87	
5	4	Zain	92	42	47	181	300	60.3333333	
6	5	Umar	52	67	85	204	300	68	
7	6	Talha	49	56	100	205	300	68.3333333	
8	7	Saad	78	34	87	199	300	66.3333333	
9									

Figure 3 MS Excel 2007 Spreadsheet sample

SECTION-B

Q.3

   i.   Encircle the option on the picture in Figure 4 that has the option to change the keyboard type? [1]
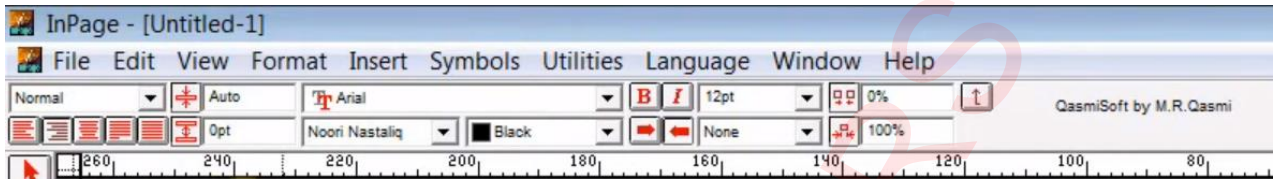

Figure 4. Inpage Toolbar

   ii. Write down the steps to save a file in Inpage.

_____

_____

_____ [1]

   iii.   What is the purpose of these shortcut keys in INPAGE?

        a. CTRL+DELETE

        _____

        b. CTRL+BACKSPACE

        _____ [1]

Q.4 Write down the answers to the following questions:

   i.   Which button can we hold down in windows to select multiple files/folders?

        _____ [1]

   ii.   What is the command we can use in RUN to open calculator in windows?

        _____ [1]

   iii.   Write down the folder name where a deleted file goes to? Also, write down the steps to restore the deleted file.

        _____

        _____

        _____ [1+1]

   iv.   Write down the shortcut keys required to create a new folder in MS-Windows?

        _____ [1]

ROUGH WORK