

**PRACTICAL CORPORATE TRAINING MODULES EXAMINATIONS (PCTME)**

&lt; Day, the dd mm yyyy &gt;

Extra Reading Time: 15 Minutes  
Time Allowed: 02 Hours

Maximum Marks: 100

Roll No.:

**INSTRUCTIONS TO THE EXAMINEES:**

- (i) Attempt all questions.
- (ii) Write your Roll No. in the space provided above.
- (iii) **Multiple Choice Questions (MCQs) must be ticked/ submitted in online CBE Application and Practical/ Theory Questions must be typed in provided solution file(s) on the allocated PC.**
- (iv) Use of non-programmable scientific calculators is allowed.
- (v) Read the instructions printed on the Top Cover Sheet CAREFULLY before attempting the paper.
- (vi) Answers should be relevant and brief. In marking the question paper, the examiners will take into account clarity of exposition, logic of arguments, effective presentation, language and use of diagram/ chart, where appropriate.
- (vii) DO NOT write your Name, Reg. No. or Roll No., or any irrelevant information inside the answers/ solutions.
- (viii) **Working Sheets solely serve the purpose of doing rough calculations/ illustrations. Anything contained therein would not be eligible for scoring actual marks.**
- (ix) Question Paper, along with Working Sheet(s), must be attached with the provided Top Cover Sheet before leaving the examination hall.

**DURING EXTRA READING TIME, WRITING/ TYPING IS STRICTLY PROHIBITED****SECTION-A – MULTIPLE CHOICE QUESTIONS (MCQs)**

[Hint: Examinees are supposed to attempt the given MCQs, using online CBE Application through Exam Supervisor's Password and submit the answers before quitting exam session.]

**Question No. 1****Suggested Time : 15 Min. | Total Marks : 30****Multiple Choice Questions [MCQs]**

Attempt all MCQs, choosing most appropriate answers as appear on computer screen [illustrated below for understanding]:

1. In MS Excel, \_\_\_\_\_ displays the active cell addresses or object name.

- ☐ File tab
- ☐ Name box
- ☐ Status bar
- ☐ View buttons

2. In MS Word, \_\_\_\_\_ can be used to go to another document.

- ☐ Shortcut
- ☐ Hyperlink
- ☐ Mail Merge
- ☐ Zoom slider

3.

4.

5.

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20. In MS PowerPoint, if you want to attach the comment to a particular object, click \_\_\_\_\_ button to select it.
- ☐ Select Object
  - ☐ Shapes
  - ☐ Set Up Slide Show
  - ☐ Reading View

### SECTION-B – PRACTICAL/ THEORY

[Hint: Examinees are supposed to attempt the given questions, using MS Excel, Word and PowerPoint Templates through the given Password <\*\*\*\*\*> and attach the printouts of solutions with provided Top Cover Sheet, duly signed by the Invigilator, before leaving the exam lab.]

#### Question No. 2

Suggested Time : 60 Min. | Total Marks : 40

Log on to provided MS Excel Template and do the following:

- (a) Prepare the worksheet as given below:

### STOCKMAN WORLD

PSX Universe Valuation							
Shares	Opening Rate (Rupees)	Closing Rate (Rupees)	Change	Change %	Fair Value (Rupees)	Recommendations	Paste Recommendations Formula
NGPL	68.50	67.25			75.00		
GDC	129.00	130.90			140.00		
LOK	11.00	11.00			10.00		
EEL	4.12	4.13			10.00		
QSO	175.00	172.00			200.00		

Minimum change =

Maximum change =

- (b) Calculate change in share value
- (c) Change percentage of each share with respect to opening rate
- (d) Find maximum change and minimum change
- (e) Insert Recommendations (If closing rate < fair value then, "BUY" otherwise "SELL" shares)
- (f) Draw a Bar chart between "Shares" vs. "Fair Value"

**Question No. 3****Suggested Time : 23 Min. | Total Marks : 15**

Log on to provided MS Word Template and prepare the following by applying proper formatting. (Do not use your personal data, ONLY draft the given matter.)

## KARACHI BANK

Following cars are available for sale on “As and Where Basis”:

MAKE/ MODEL	REGISTRATION NO.	LOCATION
Honda City [1300cc; 1.3 i-VTEC Prosmatec]/ 2023	APE-229	<b>Head Office, Clifton, Karachi.</b> [Inspect: On March 25, 2024 from 09:00 am to 04:00 pm]
Toyota Corolla [1300cc; XLi VVTi]/ 2023	AJD-555	

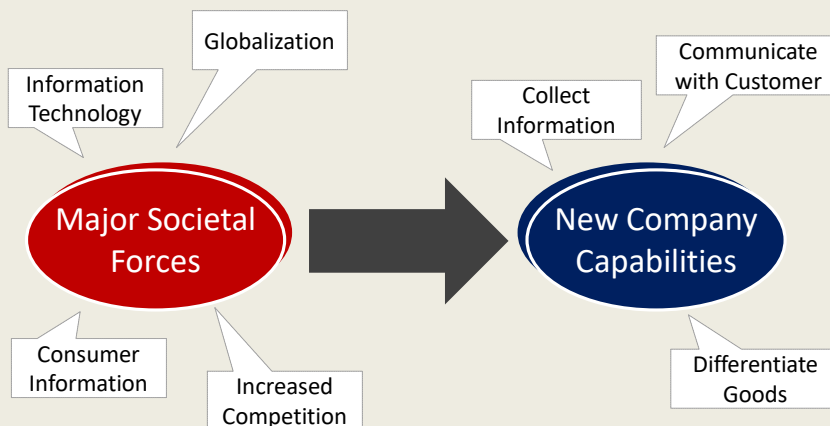
Sealed offer, with a pay order of **5%** as earnest money, be submitted at Head Office not later than **March 20, 2024**. The bank reserves the right to accept or reject any offer without assigning any reason thereof.

\_\_\_\_\_  
**Admin. Officer**

**Question No. 4****Suggested Time : 22 Min. | Total Marks : 15**

Prepare the following slide on provided MS PowerPoint Template by applying proper formatting.

## The New Marketing Realities



THE END

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