

MS OFFICE FOR BUSINESS (MOB)

MICROSOFT OFFICE 365 APPLICATIONS

MODEL QUESTIONS



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OVERVIEW

The Microsoft Office for Business (MOB) hands-on course covers the following three applications:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Examinees are required to appear in a separate assessment for each of the above-mentioned applications. Each assessment comprises 5 to 8 projects, with 1 to 7 practical tasks in each project. This set of model questions includes sample projects covering all three applications—Word, Excel, and PowerPoint.

In this document, two model projects have been provided for each application. In each model project, the questions are presented in a style similar to that used in the actual examination. However, the number of projects and the number of tasks within each project may differ in the actual exam.

Note: All project-specific **Data Files** are available for download on the ICAP website for examinees' use.

Published on: **February 2026**



MICROSOFT WORD

MICROSOFT 365 APPS

EXAM MO-110

MODEL PROJECT 1

1



The Evolution of the Piano

The piano is one of the most influential musical instruments in the world, known for its expressive range and ability to play both melody and harmony simultaneously. Its origins date back to the early 1700s, when Italian instrument maker Bartolomeo Cristofori invented the first version, allowing players to control the volume of each note through touch — something earlier instruments like the harpsichord could not achieve.

During the 19th century, the Industrial Revolution transformed the piano's construction. Stronger iron frames, improved string tension, and enhanced hammer mechanisms created a richer and more powerful sound. These innovations inspired composers like Beethoven and Chopin to write pieces that pushed the expressive limits of the instrument. At the same time, upright pianos became a common feature in households, supporting the rise of music education around the world.

Modern pianos continue to evolve. Today, both grand pianos and digital pianos are used in classical concerts, pop music, film scoring, and studio production. Their construction combines traditional craftsmanship with advanced engineering.

The following table shows a comparison of three major types of pianos commonly used today:

Types of Pianos

Type of Piano	Description	Common Use Case
Grand Piano	Full-length body with horizontal strings	Concerts, studios, performance
Upright Piano	Vertical strings and compact frame	Homes, schools, practice rooms
Digital Piano	Electronic sound engine with weighted keys	Recording, portable performance

Today's piano—both acoustic and digital—represents centuries of innovation and cultural influence, making it a timeless centerpiece in the world of music.

TASKS

1

Change the line spacing of the entire document to **1.5** with **12 pt** spacing after each paragraph.

2

On the second page, turn the **table into text** and separate all data using **tabs**.

3

Use the **Basic (Elegant)** style set for the entire document.

4

Apply a **Continuous Section Break** at the bottom of the first page.

5

Add a bookmark called **DigitalPiano** to the “**Types of Pianos**” heading.

TASKS

6

Apply the **Reflected Bevel, Black style** to the Solid Body Piano graphic on the first page.

7

Modify the whole document so the top and bottom margins are **1.0" (2.54 cm)** and the left and right margins are **1.2" (3.048 cm)**.

8

Insert the **upright_piano.png** photo, located in the **Exam Folder**, between the second and the third paragraph.

9

Create a **Rectangle: Rounded Corners** shape after the table and move the last paragraph (starting with '**Today's piano...**') into the shape.

10

Hyperlink the phrase **modern pianos** in the third paragraph to the **DigitalPiano** bookmark.

MODEL PROJECT 2

Page | 1



The Great Wall of China: A Wonder of Human Ingenuity

The Great Wall of China stands as one of the most iconic structures in world history. Stretching across mountains, deserts, and plains, it represents centuries of architectural brilliance, cultural heritage, and strategic importance. Today, the Wall is not only a symbol of China's ancient strength but also one of the most visited tourist attractions in the world. The Great Wall of China stretches for more than 21,000 kilometers, making it one of the longest man-made structures in the world.

Built over a span of more than 2,000 years by various dynasties, it reflects a remarkable history of engineering and dedication. Recognized as a **UNESCO World Heritage Site** since 1987, the Wall originally served as a powerful defense system, protecting ancient China from invasions and aiding in border control. Its construction relied on materials such as stone, brick, tamped earth, and wood, showcasing the resourcefulness and architectural skill of its builders.

Major Sections of the Great Wall

- **Badaling:** Most popular and well-preserved section, near Beijing
- **Mutianyu:** Known for scenic beauty and fewer crowds
- **Jinshanling:** Famous for photography and hiking
- **Jiankou:** Steep, wild, and challenging terrain
- **Simatai:** Night tours and dramatic views

Traditional vs Modern Significance of the Great Wall

Purpose	Military defense	Tourism and cultural identity
Construction Effort	Thousands of laborers, soldiers, and artisans	Extensive restoration for preservation
Accessibility	Remote, difficult terrain	Cable cars, paved paths, guided tours
Symbolism	Strength, unity, and protection	National pride and global heritage

Conclusion

The Great Wall of China stands as a timeless reminder of human determination, resilience, and architectural brilliance. Built through centuries of hard labor and perseverance, it reflects the strength and unity of those who contributed to its creation. Experiencing the Wall firsthand allows visitors to truly appreciate the sacrifices and skills of its builders—a sentiment captured perfectly in the famous words of Mao Zedong:

“He who has not climbed the Great Wall is not a true hero.”

— Mao Zedong



TASKS

1

On the second page, set the table to **auto fit** according to its **content**.

2

Convert the first page text into single column, from **The Great wall of China...** to **...of its builders**.

3

On the Second page immediately before the quote "**He who has climbed...**", insert an **Austin Quote** textbox. Move the quote into the textbox.

4

Apply the **Film Grain** Artistic Effect to the image on the first page.

5

On the second page, replace the **default bullets** with the **Infinity (∞) symbol**.

TASKS

6

On the second page, sort the table alphabetically by **Aspects** from A-Z

7

Insert a Footnote with the URL on the first page <https://whc.unesco.org/en/list/438/> at the green-colored term “**UNESCO World Heritage Site.**”

8

Please reply to the **comment** on the second page with the word ‘**Yes**’ and then **resolve** the comment.

9

Apply the picture watermark image **Wall.jpg** from the **Exam Folder**, set the scale to **100%**, and enable **washout**.

10

Use the **Document Inspector** to remove all **Headers, Footers, and Watermarks** from the document while leaving all other hidden properties unchanged.



MICROSOFT EXCEL

MICROSOFT 365 APPS

EXAM MO-210

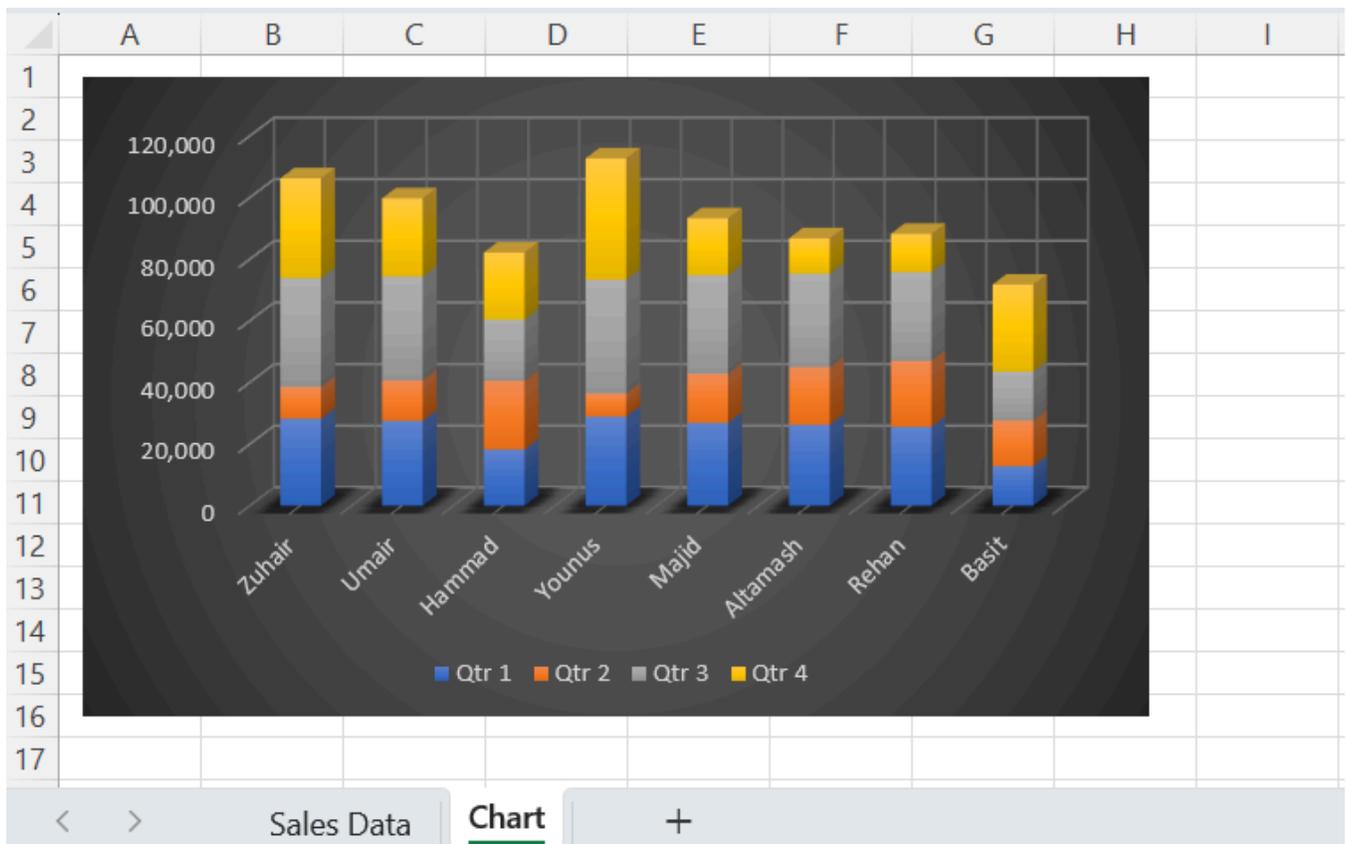
MODEL PROJECT 1

Emp_ID	Salesperson	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Commission	Trend
1045	Zuhair	28,267	10,290	35,318	32,363	106,238		
1089	Umair	27,600	13,080	33,680	25,397	99,757		
1133	Hammad	18,250	22,300	19,875	21,765	82,190		
1177	Younus	28,933	7,500	36,957	39,330	112,720		
1221	Majid	26,933	15,870	32,042	18,430	93,275		
1265	Altamash	26,267	18,660	30,403	11,463	86,793		
1309	Rehan	25,600	21,450	28,765	12,430	88,245		
1353	Basit	12,900	14,780	15,900	28,200	71,780		

Commission 6%

Highest Commission Lowest Sale in a Year

Sales Data Chart +



TASKS

1

On the **Sales Data** worksheet, insert a mixed reference in cell **H4** so the formula will correctly calculate the commission for all employees.

2

Join cells **A1:I1** of the **Sales Data** worksheet. Do not change the **alignment** of the content.

3

Configure the **Sales Data** worksheet so rows 1 through 3 remain visible as you scroll vertically.

4

On the **Chart** worksheet, adjust the chart so that the bars for **Younus** and **Altamash** are not displayed.

5

On the **Sales Data** worksheet, highlight the values that are **below average** in the range **C4:F11**

TASKS

6

Add the chart title “**Quarterly Sales by Salesperson**” and position the legend below the title.

7

On the **Sales Data** worksheet, insert a **column sparkline** in the Trend column to show the sales pattern from Qtr 1 through Qtr 4, and highlight the highest value in each sparkline.

8

Insert a new column between **Commission** and **Trend**, then joins **Emp_ID** and **Salesperson** with an underscore, skipping any blank parts.

9

Through the use of function fill cell **C13** with the highest commission, and cell **H13** with the lowest sale value from the quarter sales data.

10

Inspect the workbook for **compatibility issues**. Copy the results to a **new worksheet**.

MODEL PROJECT 2

Transaction ID	Item ID	Item Name	Category	Quantity	Unit Cost (PKR)	Total (PKR)	Warehouse	Date
IN-2026-002	ITM002	Wireless Mouse	Accessories	50	3,350	60,000	KHI-East	2026-01-04
IN-2026-005	ITM005	USB-C Hub 6-in-1	Accessories	40	4,350	180,000	KHI-South	2026-01-07
IN-2026-003	ITM003	Mechanical Keyboard	Accessories	30	12,000	255,000	KHI-West	2026-01-05
IN-2026-001	ITM001	Gaming Mouse	Accessories	25	4,550	2,450,000	KHI-Main	2026-01-03
IN-2026-009	ITM009	Noise-cancel Headset	Accessories	22	7,650	209,000	KHI-North	2026-01-11
IN-2026-007	ITM007	RJ45 Ethernet Cable	Cables	60	1,470	27,000	KHI-East	2026-01-09
IN-2026-010	ITM010	Surge Protector 6-way	Electrical	35	7,200	77,000	KHI-South	2026-01-12
IN-2026-004	ITM004	24" LED Monitor	Electronics	20	18,150	640,000	KHI-North	2026-01-06
IN-2026-008	ITM008	Webcam 1080p	Electronics	18	5,795	135,000	KHI-West	2026-01-10
IN-2026-006	ITM006	External SSD 1TB	Storage	15	28,350	420,000	KHI-Main	2026-01-08

Transaction ID	Item ID	Item Name	Category	Quantity	Unit Price (PKR)	Total (PKR)	Customer/Dept	Date
OUT-2026-001	ITM010	Surge Protector 6-way	Electrical	5	9,090	45,450	Retail-A	04-Jan-2026
OUT-2026-002	ITM009	Noise-cancel Headset	Accessories	20	11,500	230,000	Retail-B	05-Jan-2026
OUT-2026-003	ITM008	Webcam 1080p	Electronics	10	7,495	74,950	Retail-C	06-Jan-2026
OUT-2026-004	ITM007	RJ45 Ethernet Cable	Cables	12	2,000	24,000	Corporate-X	07-Jan-2026
OUT-2026-005	ITM006	External SSD 1TB	Storage	8	32,500	260,000	Corporate-Y	08-Jan-2026
OUT-2026-006	ITM005	USB-C Hub 6-in-1	Accessories	7	4,670	32,690	Online-Z	09-Jan-2026
OUT-2026-007	ITM004	24" LED Monitor	Electronics	15	22,680	340,200	Retail-A	10-Jan-2026
OUT-2026-008	ITM003	Mechanical Keyboard	Accessories	9	16,800	151,200	Corporate-X	11-Jan-2026
OUT-2026-009	ITM002	Wireless Mouse	Accessories	6	3,850	23,100	Retail-B	12-Jan-2026
OUT-2026-010	ITM001	Gaming Mouse	Accessories	4	6,050	24,200	Corporate-Y	13-Jan-2026

TASKS

1

On the **Purchases** worksheet, format the data range **A5:I15** as a **Table** with headers. Apply the table style **Aqua, Table Style Medium 13**. Make sure the header row displays the table's header color.

2

On the **Sales** worksheet, create a named range for Item Names belonging to the **Accessories** category. Name this range "**Category_01**".

3

On the **Purchases** worksheet, perform a multiple column sort. First sort alphabetically by the **Category** column (Ascending), then sort by **Quantity** (Descending).

4

Add a new column named **Stock_Level** on the Purchases worksheet, and use a function that checks the Quantity value so that it displays "**Critical**" when the Quantity is less than 20, "**Low**" when the Quantity is less than 30, and "**Sufficient**" for all other values.

5

On the **Sales** worksheet, insert a function in cell **A18** that returns the data in the Category, Quantity, and Unit Price columns, sorted in descending order by Unit Price.

TASKS

6

Import **StockData.txt** located in the **Exam Folder** as a table on a new worksheet.

7

Insert a **Footer** with today's date on the left, and then return to **Normal view**.

8

On the **Sales** worksheet, insert a column named **Code** after the **Item ID** column, and enter a formula that extracts the **three** rightmost characters from the Item ID.

9

On the **Purchases** worksheet, In date column, convert the date format similar to the outbound Transaction worksheet (**dd-mmm-yyyy**).

10

On the **Sales** worksheet, create a **3-D Clustered Bar chart (Apply Style 6)** that shows the **Total (PKR)** for each **Item Name**. Insert the Chart Title "**Item wise Total**". Position the new chart below the table.



MICROSOFT POWERPOINT

MICROSOFT 365 APPS

EXAM MO-310

MODEL PROJECT 1

TALLEST BUILDINGS OF THE WORLD

A Brief overview



WHAT MAKES A BUILDING “TALLEST”?

- Total architectural height
- Observation deck height
- Structural design innovations
- Location and environmental considerations
- Construction materials and technology

CORE ELEMENTS OF MODERN SKYSCRAPER DEVELOPMENT



```
graph LR; A[Environmental Impact Assessment] --> B[Digital Modeling & Simulation]; B --> C[High-Strength Material Engineering]; C --> D[Core & Outer Shell Development]; D --> E[Mechanical & Utility Integration]; E --> F[Safety, Compliance & Final Inspection];
```

TOP 4 TALLEST BUILDINGS (A QUICK COMPARISON)

Rank	Building Name	Height (m)	City, Country
1	Burj Khalifa	828 m	Dubai, UAE
2	Merdeka 118	678.9 m	Kuala Lumpur, Malaysia
3	Shanghai Tower	632 m	Shanghai, China
4	Abraj Al-Bait Clock Tower	601 m	Mecca, Saudi Arabia

TOP 4 TALLEST BUILDINGS (AS OF 2026)



Shanghai Tower (China)	• 632 m
Merdeka 118 (Malaysia)	• 678.9 m
Burj Khalifa (UAE)	• 828 m

KEY TAKEAWAYS

- ✓ Skyscrapers represent modern engineering excellence
- ✓ Asia hosts most of the world's tallest buildings
- ✓ Height records continue to evolve each decade
- ✓ Architectural innovation remains the key driver

TASKS

1

Apply a **5-point Soft Edges** effect to the picture on **Slide 1**, then add a **Random Bars** animation set to start **With Previous**.

2

On **Slide 5**, add the name and height of the 4th tallest building in **SmartArt design**. Take the building details from **Slide 4**.

3

Change the SmartArt layout on **Slide 3** to **Closed Chevron Process** and apply the **Metallic Scene** SmartArt Style.

4

Add the **Date, Time, and Slide Number** so they appear on every slide in the presentation.

5

In the Right pane of the last slide titled **Key Takeaways**, insert the video **Buildings.mp4** located in the **Exam Folder**.

TASKS

6

Set the handout layout to **print 3 slides** per page and change the orientation to **Landscape**.

7

Create a **custom slide show** named '**Highlights**' with Slides 1, 3, and 5.

8

Add the **Vortex** transition to every slide, and configure the slides to advance automatically after **2 seconds**.

9

On **Slide 2**, change the bullets animation effect to '**By word**' with a **10% delay between words**.

10

Set the print settings to print **Notes Pages** for the presentation. Then mark the presentation as **Final to restrict editing**.

MODEL PROJECT 2

The World's Greatest Tournament

The Story of the Football World Cup

About the Football World Cup

- Organized by FIFA every 4 years
- First tournament held in 1930
- Involves top national teams worldwide
- One of the most-watched sporting events globally
- Celebrates culture, unity, and sportsmanship

Recent World Cup Champions

Year	Hosted In	Champion	Runner-Up
2022	Qatar	Argentina	France
2018	Russia	France	Croatia
2014	Brazil	Germany	Argentina
2010	South Africa	Spain	Netherlands

Stages of the World Cup

Qualification Round
Group Stage
Round of 16
Quarter-Finals
Semi-Finals
The Final Match



Historic World Cup Moments

- **1950** – Maracanazo: Uruguay defeated Brazil in Rio, shocking the world.
- **1970** – Pele's Final Triumph: Brazil won their 3rd World Cup, cementing their legacy.
- **1986** – Diego Maradona's "Goal of the Century" vs. England.
- **1998** – France Wins at Home: Zidane's iconic performance in the final.
- **2010** – First World Cup in Africa: Spain wins their first title.
- **2022** – Messi's World Cup Victory: Argentina wins in an unforgettable final vs. France.

Key Highlights

Brings nations together through the spirit of football
Features skill, passion, and global unity
Produces unforgettable moments & legendary players
Continues to grow with every edition

TASKS

1

Use **Ground.jpg** (located in the **Exam Folder**) as the **Slide 1** background and apply the **Marker** Artistic Effect.

2

On **Slide 2**, turn the bullets into a **Vertical Bullet List SmartArt** with the **Subtle Effect**.

3

Add the **Trophy** icon from the **Celebration category** to the orange title box on **Slide 5**.

4

Reduce the presentation file size by **embedding** only the characters used in the fonts, then **save** the presentation.

5

Use the **Turntable** animation (Direction: **Down**) on the 3D Football model on **Slide 4**.

TASKS

6

On Slide 5, turn the bullets into a **Basic Timeline** SmartArt with the **Inset** Style.

7

Insert a **Summary Zoom** slide immediately after Slide 1. Include all slides except the first slide in the Summary Zoom, using all default settings. Set the title of the Summary Zoom slide to “**Overview**”.

8

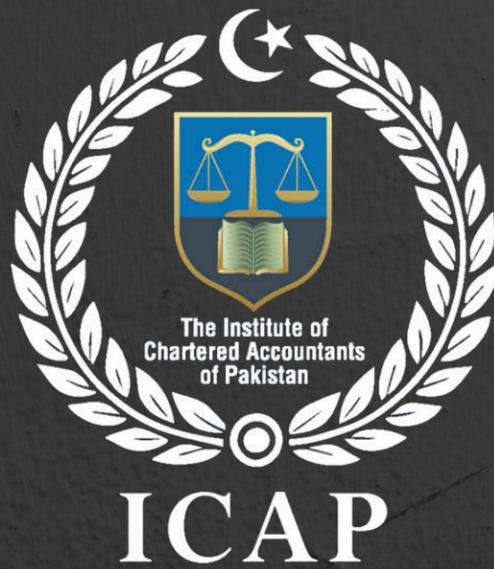
On **Slide 3**, insert a **Map chart** based on the table, apply Chart **Style 5**, remove the **chart title**, and position the chart at the bottom-right of the slide.

9

On **Slide 2**, replace the bullets with the graphic **Soccer.png** located in the **Exam Folder**.

10

Create a handout by using PowerPoint’s feature that sends the slides into **Microsoft Word**, selecting the layout that places blank lines **below each slide**. Save the Word file as **Slides_Handout.docx** in the **Exam Folder**.



111-000-422



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