Uttarakhand Civil Judge (Mains) 2013

Basic Knowledge of Computer Operation · compulsory paper

Practical Examination on Basic Knowledge of Computer Operation

SET - 1

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write steps to access the calculator in the system.
b. Write the name of the two social networking sites.
c. Write steps to change time and date of the system.
d. Full form of WAN is _____.
e. DOS stands for _____.

Question 2

[20 marks]

a. Create a blank table with 5 rows and 4 columns in MS-Word with the following information.

S.No.	Student Name	Mobile No.	Email-ID
1	AAA	9412345674	a@gmail.com
4	DDD	8765433987	d@yahoo.com
8	FFF	9734423423	f@gmail.com
12	JJJ	9345567788	j@rediffmail.com

b. Perform the operation 'Centre justify' on column 'Student Name'.
c. Bold and Italic the row with S.No. 8.
d. Move the column 'Email-ID' with contents before the column 'Mobile No.'.
e. Sort the table in ascending order of numbers with respect to column 'Mobile No.'.

Question 3

[20 marks]

a. Create a new slide with 'comparison' layout in MS-PowerPoint.
b. Insert the shape 'triangle' in the left portion and 'oval' in the right portion of the above slide.
c. Write text UKPSC in the triangle and HARIDWAR in the oval.
d. Rotate the triangle and oval by 90 degree in right direction.
e. Insert system date and time in the title box of the slide.

Question 4

[20 marks]

a. Create a table in MS-Access with database name 'Emp' with following fields — Emp_ID (Number), Emp_Name (Text), DOB (Date).
b. Insert the following data in the above table.

Emp_ID	Emp_Name	DOB
238	ABC	15-03-1975
235	XYZ	10-04-1980
236	PQR	23-11-1970

c. Insert a new column with name Gender (Text) before DOB with row-wise data M, M and F.
d. Sort the above table in descending order with respect to field 'Emp_ID'.
e. Delete the row with Emp_ID = 235.

Question 5 [20 marks]

a. Create a spreadsheet in MS-Excel with following marks in different subjects.

SName	Phy	Chem	Math
AA	56	78	89
BB	67	51	56
CC	76	65	79

b. Find out row-wise and column-wise sum of marks using MS-Excel feature.
c. Create a 3D bar chart showing comparative display of marks.
d. Display the above information in all borders setting.
e. Find out the subject wise maximum marks in the 6th row using MS-Excel feature.

SET - 2

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1 [20 marks]

a. Write steps to sort desktop icons by name.
b. Write the name of two operating systems.
c. Write steps to cut a file from a folder named A and paste it to folder named B.
d. USB stands for _____.
e. Full form of IP is _____.

Question 2 [20 marks]

a. Create a spreadsheet in MS-Excel with following year-wise production data of three firms.

Firm Name	2011	2012	2013
A	506	780	889
B	670	550	600
C	760	865	990

b. Find out maximum production in the year 2012 and display it in 6th row using MS-Excel feature.
c. Create a 3D column chart showing comparative display of production data.
d. Create and insert the data for firm D with year-wise values of production as 450, 568 and 789.
e. Find out the average production of the firm 'B' in the 6th column using MS-Excel feature.

Question 3

[20 marks]

a. Insert a slide of layout 'Title Slide' in MS-PowerPoint with data given in Question No. 2(a) in tabular format.
b. Insert a rounded rectangle shape in the title box.
c. Add 'COMPANY PRODUCTION DATA' in the rounded rectangle as title.
d. Add a S. No. column in the beginning with values 1, 2 and 3 in each row.
e. Insert a text box at the bottom of the slide and write 'Best firm is A' in text box.

Question 4

[20 marks]

a. Create a file in MS-Word with name 'Exam' on desktop and insert following three lines of text in it.
India is a democratic country.
New Delhi is the capital of India.
Dehradun is the capital of Uttarakhand state.
b. Place a bullet mark at the beginning of the first and second line.
c. Set the font size 18 and italicize the contents of third line.
d. Perform the operation strikethrough on second line.
e. Insert a Hexagon in the above word document and write text 'Welcome' within the Hexagon.

Question 5

[20 marks]

a. Create a table in MS-Access with database name 'Population' with fields NPR_ID (Number), Name (Text), DOB (Date), Gender (Text).
b. Insert the following data in the above table.

NPR_ID	Name	DOB	Gender
3231234	AB	15-04-1971	M
2354317	XY	15-05-1984	F
2367542	PQ	21-12-1974	M

c. Insert a new column with name SN (Number) before the column NPR_ID with row-wise values 1, 2, and 3.
d. Sort the above table with respect to field NPR_ID in ascending order.
e. Perform the operation Rename to change the column name DOB to D_O_B.

SET - 3

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write steps to show all hidden files and folders of the system.
b. Write the name of two open source browsers.
c. Write steps to sort desktop icons by date modified.
d. CPU stands for _____.
e. Full form of HTTP is _____.

Question 2

[20 marks]

a. Create a table in MS-Access with database name 'ReportCard' with following fields — S_Name (Text), Phy (Number), Chem (Number), DOB (Date).
b. Insert the following data in the above table.

S_Name	Phy	Chem	DOB
AAB	51	67	25-05-1988
BBG	62	59	12-12-1978
CCH	73	66	06-06-1977

c. Find out sum of 'Phy' and 'Chem' marks by using MS-Access feature.
d. Sort the above table with respect to field 'S_Name' in descending order.
e. Change the contents of the field DOB (Date) to DOB (Date-Long date Format).

Question 3

[20 marks]

a. Create a file in MS-Word with name 'Test' and insert following three lines on it.
   High Court of Uttarakhand state is located at Nainital.
   Computer education is necessary in current scenario.
   Knowledge of cyber crime and forensic is essential.
b. Put the watermark with text 'Exam PCS(J)'.
c. Create the 3D border on the page.
d. Insert the following line as line no. 4.
   Area of the circle A = PI * r^2.
e. Insert the page number at the bottom of the document.

Question 4

[20 marks]

a. Create a slide in MS-PowerPoint with data given in Question No. 3(a).
b. Place the bullets in the beginning of all three lines.
c. Change the case to Uppercase of line 3 and lowercase of line 2.
d. Insert a new slide 2 having content 'Computer System'.
e. Perform the operation Rotate left 90 degree in slide 2.

Question 5

[20 marks]

a. Create a spreadsheet in MS-Excel as shown below.
£ 34567 | ¥ 34344 | ₹ 78787 | € 12389
b. Insert following data in the above sheet.

Class	Total	Boys
A	35	16
B	41	25

c. Insert a column name 'Girls' at column number four and add data as the difference of 'Total' and 'Boys' fields.
d. Insert a 3D Pie chart for class A showing number of Boys and Girls.
e. Insert the shape vertical scroll in the above sheet.

SET - 7

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write the steps to create a new folder inside 'My Computer'.
b. What are the components of MS-Office?
c. Write down the steps to change the Screen Resolution.
d. Write down steps to access the Paint-Brush.
e. Write the extension of Word and Excel files.

Question 2

[20 marks]

a. Create a MS-Word file and write following paragraph on it:
"Format painter copy formatting of text from one place to another. Double click this button to apply the same formatting to multiple places in the document. Format painter copy formatting of text from one place to another. Double click this button to apply the same formatting to multiple places in the document."
b. Apply 'Justify' on the above paragraph.

c. Insert a text watermark 'CONFIDENTIAL' in the above Word file.
d. Apply page border only at the bottom of the page.
e. Apply 'Drop Cap' on the above typed paragraph.

Question 3

[20 marks]

a. Perform the following file operation on MS-Access. Create a database table having following sales records.

Item Name	Sales Quantity	Sale Amount
XX	2000	1500000
YY	3150	800000
ZZ	8000	600000
AA	7000	900000

b. Display the Item_Name whose Sales Quantity is greater than 5000.
c. Display the record of highest Sale Amount.
d. Search the record having minimum Sale Amount.
e. Search the records in ascending sequence of field Sales Quantity.

Question 4

[20 marks]

a. Create a MS-Excel file and type 'UKPSC' in cell A1 and apply its Orientation in 'Vertical Text'.
b. Merge all cells ranging A2 to G2 and write the heading 'Uttarakhand Public Service Commission' in it.
c. Insert a table of 3 Row and 4 Column in the MS-Excel file.
d. Write following data in the above table.

Item Number	Quantity	Price	Amount
001	10	81.00	810.00
002	15	15.00	225.00

e. Find the sum of the Quantity and Amount using formula in the above created table of MS-Excel file.

Question 5

[20 marks]

a. Create MS-Power Point file and apply 'Flow' Design Themes to all the slides.
b. Add new Power Point slide and change its Layout 'Two Content'.
c. Add the following table in the left side of above slide.

State	Sales
Uttarakhand	250000
UP	200000
Delhi	500000

d. Add the 'Pie Chart' on the right side of above slide.
e. Apply date and slide number to all the slides.

SET - 8

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write name of any editor available in Windows.
b. Write the full form of GUI and CUI.
c. 1 GB memory is equal to _____ MB.
d. MODEM stands for _____.
e. Give the name of any two Internet Browsers.

Question 2

[20 marks]

a. Write the following text in a MS-Word file named as 'Test'.
"Research shows that most of the work done by most of the people could be categorized into four major categories"
b. Copy the above text and paste it after the text in new line.
c. Apply 'Outside Borders' on the above text.
d. Insert a blank table having 5 Rows and 3 Columns.
e. Increase the Font Size of text to 20 font size.

Question 3

[20 marks]

a. Create a database having following fields: Emp_Number (Alphanumeric), Emp_Name (Text), Designation (Text), Basic_Pay (Numeric).
b. Enter any four relevant records.
c. Increase the Basic pay of each employee by 20%.
d. Add the field Total Salary, calculate and insert the Total Salary of each employee by Basic_Pay + 80% of Basic Pay as DA.
e. Sort the records in the descending sequence according to field Total Salary.

Question 4

[20 marks]

a. Create a Spreadsheet in MS-Excel with following data.

Roll Number	Name	Marks1	Marks2	Marks3	Total Marks	Percentage
101	RAM	51	72	88		
102	MOHAN	89	56	76		
103	SUNIL	75	67	87		

Roll Number	Name	Marks1	Marks2	Marks3	Total Marks	Percentage
104	MOHIT	77	99	80		
105	TONY	70	45	94		

b. Calculate Total Marks of each student using formula.
c. Calculate Percentage of each student using formula.
d. Find the student having minimum Percentage using function.
e. Create a Bar Chart using the work sheet.

Question 5 [20 marks]

a. Create MS-PowerPoint file. Add new slide and change its Layout 'Title Slide'.
b. Enter any College Name in the 'Title Area' and the College Address in 'Subtitle' area of above slide.
c. Add next slide and add following 'Course Name' in given bullets: BSc, MBA, MCA, LLB.
d. Add next Slide and insert 'Oval' basic shape on it.
e. Add next slide and insert picture on it.

SET - 10

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1 [20 marks]

a. Write the extension of MS-Access and MS-Word files.
b. Write the steps to check the spelling in MS-Word files.
c. Write the steps for sending E-Mail.
d. Write the full form of VDU.
e. Write the steps to show the hide folder in window.

Question 2 [20 marks]

a. Create a MS-Excel spreadsheet with fields city_name, M_population and F_population. Enter five records in those fields.
b. Calculate the total population in new field 'total population'.
c. Calculate total male population in all cities.
d. Arrange the records in descending order of 'F_population'.
e. Display Bar-chart of above created table.

Question 3 [20 marks]

a. Create a blank table with 5 Rows and 4 Columns in MS-Word.
b. Fill the following information in the above table with font size 12.

Customer	Customer Add	Bill no.	Bill date
Hari singh	A-23 Moradabad	101	13/06/2013
ramsingh	Z-76 Haldwani	333	25/02/2010
aaa	Q-64 Roorkee	444	24/07/2014
www	F-44 Dehradun	555	11/12/2010

c. Bold and italic the content of customer having 'Bill date' as 11/12/2010.
d. Change the font size 22 for heading 'Bill date'.
e. Arrange the records in descending order with the field 'Bill no'.

Question 4 [20 marks]

a. Create a PowerPoint presentation having 4 title slides.
b. Insert the triangle in the slide number one.
c. Write the text 'India' inside triangle in slide number one.
d. Write the text 'Hindustan' inside triangle with font size 12.
e. Change the font size in slide number 2 with font size 20.

Question 5 [20 marks]

a. Create a table in MS-Access with fields S.N. (Number), Product Name (Text), Supplier (Text) and Country (Text).
b. Insert the following information in the above table.

S.N.	Product Name	Supplier	Country
1	Chai	Exotic Liquids	India
2	La julianess	De Frits	France
3	Alice Mutton	Pavloa Ltd	Turkey
4	Mutton Rolls	Ma Maison	France

c. Insert the new field in the above table with field name 'Category' (Text).
d. Add the following details Row-Wise in the field 'Category': 'Beverages', 'Dairy Products', 'Meat/Polluter' and 'Meat'.
e. Sort the records in ascending order with respect to the field 'Country'.

SET - 11

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write the steps to change the password of a file in MS-Word.
b. Write the steps to hide the folder in Windows operating system.
c. 1 MB = _____ KB.
d. Write the steps to copy file from one folder to another folder.
e. Write the steps to open Windows Task Manager.

Question 2

[20 marks]

a. Create a MS-Excel spreadsheet with fields EMP_Code, EMP_GPay, EMP_phone no and EMP_D_O_B. Enter four records.
b. Calculate the HRA as 10% of EMP_GPay in new column.
c. Calculate column-wise total of field EMP_GPay.
d. Arrange the records in ascending order of EMP_D_O_B.
e. Add a new row with new entries.

Question 3

[20 marks]

a. Create a blank table with 5 Rows and 6 Columns in MS-Word.
b. Fill the following information in the above table with font size 10.

Customer	customer Add	Bill no.	Bill date
xxx	B-1 Banglore	567	20/4/11
ramsingh	A-43 Delhi	768	19/09/13
aaa	p-564 D.Dun	763	20/05/12
www	M-84 Bombay	634	13/03/10

c. Bold and italic the content of Customer field having ‘Bill date’ 20/05/12.
d. Change the font size 22 for heading ‘Bill date’.
e. Arrange the record in descending order with the field ‘Bill no’.

Question 4

[20 marks]

a. Create a PowerPoint presentation having 4 slides.
b. Insert the circle in the slide number one.
c. Insert the current date in slide number 2.
d. Insert any picture in slide no. 3 from clip art.
e. Take print out of the above PowerPoint presentation on a single sheet.

Question 5

[20 marks]

a. Create a table in MS-Access with fields Employee Code, Basic Pay, DA, HRA, CCA and PF.
b. Insert the following information in the above table.

Employee Code	Basic Pay	DA	HRA	CCA	PF
101	25000	1666	750	390	450

Employee Code	Basic Pay	DA	HRA	CCA	PF
102	10000	2833	1275	665	764
103	15000	4000	2300	700	850
104	2000	5000	3000	800	900

c. Display the list of all the employees whose Basic Pay is greater than 10000.
d. Display the name of the employee having highest PF.
e. Sort the records in descending order with respect to the field 'DA'.

SET - 12

Time: 1 Hour · Maximum Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Perform the practical exercise(s) on the computer system. Save and take printout(s) of each part separately.
3. Don't put any identification marks (name, roll number, etc.) concerning you in any answer of the question.

Question 1

[20 marks]

a. Write the steps to create new user Account in Windows operating system.
b. Write steps to change user password in Windows operating system.
c. Write the steps to recover the file from recycle bin.
d. Write the steps to find out Used memory space of C drive.
e. Write the steps to scan Virus in C drive.

Question 2

[20 marks]

a. Create a MS-Excel spreadsheet with fields student_name, student_fee and student_marks. Enter four records.
b. Insert the following records in the above spreadsheet.

student_name	student_fee	student_marks
Ram	10000	542
Shyam	12000	640
Mohan	11000	654

c. Calculate column-wise total of the fields student_fee and student_marks.
d. Arrange the records in descending order of student_marks.
e. Draw a pie chart showing student_fee and student_marks.

Question 3

[20 marks]

a. Create a text of your choice in MS-Word having at least 4 lines with font size of 12.
b. Bold and Italic the text in (a).
c. Insert double spacing between the lines in the text.

d. Right align the text.
e. Insert H_2O in the last line of the text and change the font size to 20.

Question 4 [20 marks]

a. Create a PowerPoint presentation having 5 slides.
b. Insert the table with 3 Rows and 3 columns on slide number one.
c. Write the text 'uttrakhand' inside rectangle in slide number 2 with font size 10.
d. Rotate the content of slide number 2 with 90 degree.
e. Change the font size in slide number 2 with font size 16.

Question 5 [20 marks]

a. Create a table in MS-Access with fields Name of State (Text), Capital (Text), No. of Districts (Number).
b. Insert the following information in the above table.

Name of State	Capital	No. of Districts
UP	Lucknow	45
UK	Dehradun	13
HP	Shimla	12
MP	Bhopal	40

c. Delete the last record from the above table.
d. Display the name of State having lowest number of districts.
e. Add a new field of your choice in the above table.