Uttarakhand Civil Judge (Mains) 2014

Practical Examination on Basic Knowledge of Computer Operation · compulsory paper

Time: 1 Hour · Maximum marks: 100 per set

Attempt all questions. All questions carry equal marks. Write the answer of Q1 on the given answer sheet. Perform the practical exercise(s) on computer system for each part of Q2, Q3, Q4 and Q5. Save the answers of each part of these questions (for taking printouts) as per the instructions given to you in the computer operation practical examination hall. Make suitable assumptions, wherever required. Do not put any identification marks (Roll number, Name etc.) concerning you in any answer of the question.

Set J9

Q.1

(a) Write down any two commercial site of Internet.
(b) Write the step for moving a file from one folder to another folder in Windows.
(c) Write the step to recover delete file in Windows operating system.
(d) Write the step to open volume control in windows operating system.
(e) Write the use of URL.

Q.2

(a) Create a MS-Word file with text “Capital of Uttrakhand is Dehradun” with font size 14.
(b) Right align the above text.
(c) Convert into Bold and Italic the above text.
(d) Change the font size to 19 for above text.
(e) Underline the above text in Arial font.

Q.3

(a) Create a MS-Excel spread sheet with field names Employee_code, Employee_name, Basic_Pay, HRA.
(b) Insert the following record in the above spread sheet.

001	Laxman	10000	500
011	Ram Prasad	15000	750
010	Mansingh	20000	1000

(c) Insert a new column Total_Pay in the spread sheet and calculate the Total_Pay=Basic_Pay+HRA of each employee in Total_Pay field using formula.
(d) Draw a Pie chart showing Basic_Pay and Total_Pay for above Excel sheet.
(e) Sort the above table in ascending order of Total_Pay.

Q.4

(a) Create a Power point presentation file and perform the following operation on it. Add new slide no 1 and insert the “HELLO WORD” on the slide with font size 18.
(b) Add next new slide with following entries. *Civil *Mechanical *Computer *Electronic
(c) Add a New slide and insert any picture from the clip art.
(d) Insert date and time to all the slides.
(e) Rotate the picture by 90 degree in slide number 3.

Q.5

(a) Create a table in MS-Access with following fields. Employee_ID (Number), Basic (number), HRA (number).
(b) Insert the following information in the above table.

Employee_ID	Basic	HRA
0012	5000	250
0100	8000	400
1102	7000	350
1111	6700	340

(c) Increase the HRA by 20% whose basic is less than 7000 by using MS_Access feature.
(d) Sort the record in ascending order with respect to the field HRA.
(e) Delete the row with Employee_ID = 1111 from the table.

Set J3

Q.1

(a) What is the full form of URL and HTTP?
(b) Write down steps for deleting any folder in Windows.
(c) Write down the name of any two web browsers.
(d) Write down steps for changing desktop background in Windows.
(e) Write any one role of a task manager in Windows.

Q.2

(a) Create a MS-Word document with following text and insert header as “TECHNICAL REPORT” in the document. “This is report for census of India”
(b) Insert page numbers at bottom (on right side) in above document.
(c) Create a table in above file with fields NAME and SALARY and insert any relevant data of four rows.
(d) Sort the above table on the basis of SALARY field in decreasing order.
(e) Merge cells of first two rows in above table.

Q.3

(a) Create a table STUDENT in MS-Access with fields NAME, ROLLNO and MARKS and enter relevant data for 4 students.
(b) Rearrange the table in increasing order of values in MARKS field of above table.
(c) Modify field ROLLNO to ENROLLMENTNO in above table.
(d) Add another field POSITION in above table.
(e) Add relevant values in POSITION field of above table.

Q.4

(a) Create a worksheet in MS-EXCEL with fields NAME, ACCOUNTNO, BALANCE, DATEOFBIRTH and enter any relevant data of 4 rows.
(b) Sort rows on the basis of BALANCE field of worksheet created in part (a) in ascending order.
(c) Find average balance of all accounts in worksheet of part (a) by using formula.
(d) Change the formatting of cells in field BALANCE of above worksheet into type "CURRENCY".
(e) Find total balance of all accounts in worksheet by using formula.

Q.5

(a) Create a presentation in MS-Powerpoint with title "COMPUTER" and subtitle "MS - POWERPOINT" in first slide.
(b) Change Back Ground style as "Gradient Fill" for above presentation.
(c) Insert a new slide into this presentation and paste any image on that slide.
(d) Copy slide created in part (c) and paste before first slide in the presentation.
(e) Insert slide number on bottom of each slide in presentation.

Set J6

Q.1

(a) Write steps to open the paint in windows.
(b) Write steps to change the desktop background in windows.
(c) By default, Date and time are available on the desktop at: _____.
(d) Size of the IP address is _____ bits.
(e) FTP stands for _____.

Q.2

(a) Type the following sentence in MS Word with file name "Test" "academy honorary award: since 1929"
(b) Change the style of the sentence as bold, Italic and underline.
(c) Using MS-word feature change all the letters of sentence to uppercase.
(d) Write the same sentence and apply the strikethrough.
(e) Insert the equation $dy/dx = 2x^2$ below the text.

Q.3

(a) Create a MS- Excel spreadsheet as shown below with the file name “Test_Marks”

Student_Name	Test 1	Test 2	Test 3	Average_Marks
Ram	56	75	55	
Syam	65	86	77	
Mohan	45	95	92	
Vivek	78	74	62	

(b) Calculate the Average_Marks of “Test 1”, “Test 2” and “Test 3” using MS-Excel function.
(c) Sort the table with respect to field “Student_Name” in alphabetical order.
(d) Select the columns “Test 1”, “Test 2” and “Test 3” and draw a column chart.
(e) Label the X-axis title as Student_Name and Y-axis title as “Test_Marks” and set legends as “Test 1”, “Test 2” and “Test 3”.

Q.4

(a) Create a table in MS-Access with database name “Books_Record” with following fields Book_id (Number) Book_Title (Text) No_of_Copies (Number) Category (Text).
(b) Insert the following data in the above table:

Book_id	Book_Title	No_of_Copies	Category
111	Operating System	100	Text_book
112	Computer Architecture	75	Reference
113	Computer Network	110	MCQ
114	Compiler Design	95	MCQ

(c) Add a new field “ISBN (Number)” and insert the values as per your choice.
(d) Sort the table in alphabetical order with respect to field Book_Title.
(e) Update the category value as “Practical” in place of “MCQ”.

Q.5

(a) Create MS-PowerPoint presentation, insert the “Percentage Marks” as slide title and format it as font type: Arial, Style: Bold, Size: 72, Color: Black.
(b) Insert the following table in the slide.

Name	Percentage
Ram	48
Syam	39
Vivek	13

(c) Add the Pie chart using the above mentioned data.
(d) Insert a text box below the Pie chart and write “Pie_Chart” in the text box.
(e) Insert a footer as per your choice in all the slides.

Set J1

Q.1

(a) Write steps to install Hindi fonts in Windows.
(b) Write steps to add a new user account in Windows operating system.
(c) Write the full form of FTP and ISP.
(d) Write down the name of two search engines.
(e) Write steps to create a shortcut of Paint-brush on desktop.

Q.2

(a) Create a table of 4 Rows and 4 Columns in MS-Word with following records.

S.No	Student Name	Roll No	Class
1	Raj Kumar	2343	MCA
2	Ravi Singh	2432	BCA
3	Amit Kumar	3223	MBA
4	Ajay Kumar	2543	MCA

(b) Perform the operation 'Right Justify' in Row 3 and Row 4.
(c) Sort the rows with respect to field 'Roll No' in ascending order.
(d) Insert the page number at position 'Bottom of the page' with center alignment.
(e) Insert the watermark 'Welcome' in the above table.

Q.3

(a) Create a Power point slide 'Slide 1' with following contents in MS-Power Point. ➢ New Delhi is the capital of India. ➢ Dehradun is the capital of Uttarakhand.
(b) Add a new slide 'Slide 2' with following data.

Sachin	112
Amit	135
Suresh	92

(c) Create a pie chart as per above data in 'Slide 2'.
(d) Add a new slide 'Slide 3' then insert a triangle and write 'Hello' with in it.
(e) Insert the date and time in 'Slide 1', 'Slide 2' and 'Slide 3' at Footer.

Q.4

(a) Create a table in MS-Excel with following records.

Emp No	Emp Name	Basic Salary
12	A	15342

14	B	13367
16	C	16000

(b) Insert the two columns 'DA' and 'Total Salary' in above Table and Calculate using formula DA = 115% of Basic Salary and Total Salary = Basic Salary + DA.
(c) Sort the records with respect to the field 'Total Salary' in descending order.
(d) Find out the average of 'Total Salary' below the table by using MS-Excel function.
(e) Create the line chart of above table between 'Emp Name' and 'Basic Salary' below the table.

Q.5

(a) Create a table 'Production' having fields Firm Name (Text), Units (Number) and Establishment (Date) in MS-Access with following records.

Firm Name	Units	Establishment
X	14	11/06/1987
Y	08	07/11/1991
Z	22	09/11/1984

(b) Insert a new field S.No (Number) before the field 'Firm Name' with row-wise values 1, 2, 3.
(c) Sort the records with respect to the field 'Establishment' in Newest to oldest order.
(d) Move the field 'Establishment' with data before the field 'Units'.
(e) Create the Basic Report of the above table.

Set J5

Q.1

(a) Write steps to open the calculator in windows.
(b) Write steps to change the screen saver in windows.
(c) Write the two extensions of any Audio file.
(d) In Windows all deleted files go to _____.
(e) SMTP stands for _____.

Q.2

(a) Type the following sentence in MS Word with file name "Test" "ACADEMIC SCIENTIFIC AND TECHNICAL AWARD: SINCE 1931"
(b) Change the style of the above sentence as bold and underline.
(c) Change all the letters of sentence to lowercase using MS-word feature.
(d) Insert the same sentence using WordArt.
(e) Insert the equation $\int(x^2 + y^2)dxdy$ below the text.

Q.3

(a) Create a MS- Excel spreadsheet as shown below with the file name "Students_Result"

Student_Name	Physics	Chemistry	Biology	Total_Marks
Ram	56	75	55	
Shyam	65	86	77	
Mohan	45	95	92	
Vivek	78	74	62	

(b) Calculate the Total_Marks of "Physics", "Chemistry" and "Biology" using MS-Excel function.
(c) Sort the rows into alphabetical order with respect to "Student_Name".
(d) Select the columns "Physics", "Chemistry" and "Biology" and draw a column chart.
(e) Set the X-axis labels of column chart with the Student_Name and legends as "Physics", "Chemistry" and "Biology".

Q.4

(a) Create a table in MS-Access with database name "Employee" with following fields Employee_id (Number) Employee_Name (Text) Date_of_joining (Date) Department (Text).
(b) Insert the following data in the above table:

Employee_id	Employee_Name	Date_of_joining	Department
101	Ramesh	03/15/2005	Production
102	Mohan	04/10/2006	Maintenance
103	Ram	11/23/2009	Production
104	Mohit	05/26/2011	Administration

(c) Add a new field "salary" and insert the values as per your choice.
(d) Sort the above table with respect to field Employee_Name in alphabetical order.
(e) Update the table by changing the department as "Generation" in place of "Production".

Q.5

(a) Create MS-PowerPoint file, insert the "Research Proposal" as slide title and format it as font type: Arial, Style: Bold, Size: 96, Color: Black.
(b) Insert the following in subtitle with font type: Arial, Size: 32 and Color: Black. Introduction; State of art; Research Objectives; Methodology.
(c) Place the bullets in the beginning of all four lines in subtitle area.
(d) Insert any picture in the slide using ClipArt.
(e) Insert date and slide number in all the slides.

Set J10

Q.1

(a) Inventor of WWW is _____.
(b) The standard Protocol of the internet is _____.

(c) The full form of ISP is _____.
(d) Write the step to change the background of desktop.
(e) Write the step to open a sound recorder.

Q.2

(a) Create a MS-Excel spread sheet with following data.

S.No	Product name	product cost	Quantity	Total
1	Rin	20	30	
2	Nirma	40	20	
3	Oil	100	15	

(b) Calculate the total of each row in total field using formula.
(c) Sort the rows according to the product cost in descending order.
(d) Create the bar chart using the worksheet.
(e) Delete the column no 4 from the spread sheet.

Q.3

(a) Draw a table using MS-Word having 4 row and column with heading S.No, Name, DOB, Phone no in first row.
(b) Fill the Table with relevant data.
(c) Append the table with one more row.
(d) Delete row number 3 from the table.
(e) Insert a column “Address” between column number 3 and column no 4.

Q.4

(a) Create a Power point presentation having 5 slide and perform following operation on it. Insert a table in slide no 1 with 4 row and 3 column and fill the suitable entries in the table.
(b) Insert a text “WELCOME” within circle in slide no 2.
(c) Insert any picture enclosed in rectangle in slide no 3.
(d) Rotate the picture in slide no 3 by 180 degree.
(e) Write the text “I LOVE MY INDIA” in slide no 5 with font size 18.

Q.5

(a) Create a table student in MS-Access with following field. Student ID (Number) Student name (text) DOB (date) Age (number) Sex (text).
(b) Insert the following data in the above table.

Student ID	Student name	DOB	Age	Sex
1111	Ram singh	21/02/1975	40	M

1234	Shyam singh	01/05/1974	41	M
23431	Amar singh	10/02/1970	45	M
3425	Lal singh	11/11/1976	39	M

(c) Sort the table with respect to Age in descending order.

(d) Delete the record having minimum Age from the table.

(e) Modify the name “Ram singh” with “Ram ji singh” using access feature.

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