Uttarakhand Civil Judge (Mains) 2015

Basic Knowledge of Computer Operation · compulsory paper

Practical Examination on Basic Knowledge of Computer Operation

SET - A

Time : 1 Hr. · Max Marks : 100

Note :

1. Attempt all questions. All questions carry equal marks. Write the answer of Q. No. 1 on the given answer sheet.
2. Perform the practical exercise(s) on computer system for each part of Q. No. 2 to Q. No. 5. Save the answer of each part of these questions (for taking printout) as per instructions given to you in the computer operation practical examination hall. Make suitable assumption where ever required.
3. Do not put any identification mark (Roll No., Name etc) concerning you in any answer of the question.

Q. No. 1 [20 marks]

a. What is the full form of HTML & HTTP?
b. Write the name of any two commonly used E-Mail servers.
c. Write full form of DRAM and EEPROM.
d. What is Recycle Bin? Write steps to retrieve file from Recycle Bin?
e. Write steps to change desktop wallpaper in Windows.

Q. No. 2 [20 marks]

a. Create the following table in MS-Word :

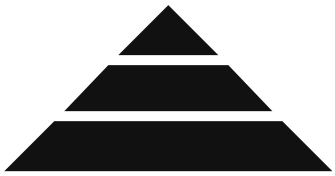
	Name	Age	Gender
Row 1	X	19	Male
Row 2	Y	18	Female
Row 3	Z	20	Female

b. Copy the above table and paste it in next page.
c. Insert a new row in copied table between Row 1 and Row 2 with contents
Name = Xa Age=21 Gender= Female
d. Sort the table of part c) in ascending order with respect to the field 'Age'.
e. Insert the header 'Exam 2015' and footer 'UKPSC' in above MS-Word file.

Q. No. 3 Create MS-Power Point presentation as per following : [20 marks]

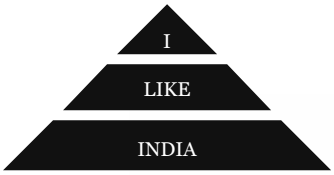
a. Add first slide and write title in the slide as "Uttarakhand Public Service Commission" and subtitle as "Haridwar".
b. Add second slide and insert a table of 3 rows and 3 columns.
c. Add third slide and insert a 3-D Clustered Column Chart based on following table :

Roll No	Test 1	Test 2
1	56	77
2	89	88



d. Add fourth slide and insert Smart Art Graphic as following:

e. Type "I like India" in the above Smart Art graphic in following manner:



Q. No. 4 [20 marks]

a. Create a worksheet in MS-Excel with fields DISTRICT_NAME, MALE, FEMALE, LITERACY and enter the following data of four Districts.

DISTRICT_NAME	MALE	FEMALE	LITERACY
Nainital	15000	17000	9500
Almora	12000	11000	9000
Haridwar	19000	20000	8000
Dehradun	20000	19000	7500

b. Add a new column named as POPULATION in the above sheet and calculate the POPULATION of each district by adding their respective MALE and FEMALE population.

c. Calculate the total POPULATION of all districts and display it in the last cell of the same column.

d. Calculate the average of LITERACY of all the District and display it in the last cell of the same column.

e. Insert a 2-D Clustered Column chart of table given in part (a) of this question and display it in the same sheet without overlapping.

Q. No. 5 [20 marks]

a. Create a database 'EMPLOYEE' in MS-Access with fields
Name(Text), Designation(Text), Basic(Number), G.P.(Number), D.A.(Number), Total_pay(Number).

b. Insert the following records in database 'EMPLOYEE'

Name	Designation	Basic	G.P.	D.A.	Total_pay
A	Manager	22000.00	8000.00		
B	Clerk	12000.00	4000.00		
C	Head Clerk	48000.00	6000.00		

c. Calculate D.A. of each employee where D.A = 125 % of (Basic + G.P.) using MS-Access Query.

d. Calculate Total_pay of each employee where Total_pay= Basic + G.P. + D.A. using MS-Access Query.
e. Sort the records in ascending order with respect to the field Total_pay.

SET - C

Time : 1 Hr. · Max Marks : 100

Note :

1. Attempt all questions. All questions carry equal marks. Write the answer of Q. No. 1 on the given answer sheet.
2. Perform the practical exercise(s) on computer system for each part of Q. No. 2 to Q. No. 5. Save the answer of each part of these questions (for taking printout) as per instructions given to you in the computer operation practical examination hall. Make suitable assumption where ever required.
3. Do not put any identification mark (Roll No., Name etc) concerning you in any answer of the question.

Q. No. 1 [20 marks]

a. What is hyper link? Why is it used?
b. Write full form of IMAP and POP3?
c. What is full form of CD-R and CD-RW?
d. Write names of any two GUI based operating systems.
e. One Tera byte data is equal to _____ Giga bytes?

Q. No. 2 [20 marks]

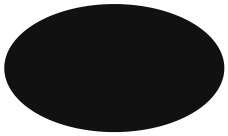
a. Create the following table in MS-Word.

	Shape	Area	Perimeter
Row 1	Square	$A = X^2$	$P = 4 * X$
Row 2	Circle	$A = \pi r^2$	$P = 2\pi r$

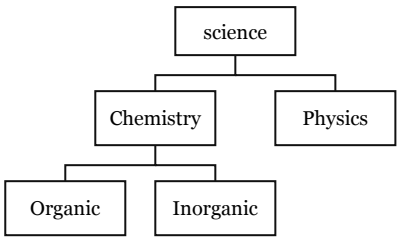
b. Set the font size 22 and font style Italic of Row 1.
c. Insert the square shape in the next page and write down 'India' within it.
d. Insert the footer 'Uttarakhand' in above MS-Word File.
e. Insert the page number at the top of the above MS-word file.

Q. No. 3 Create MS-Power Point presentation as per following : [20 marks]

a. Add first slide and write title as "Department of Computer Science" in Bold, Italic, & Underline
b. Add following subtitle with Bullets in the same slide:
   - Operating System
   - Computer Fundamental
   - Windows
   - Programming Language



c. Add second slide and insert the following figure on it.



d. Add third slide and insert Smart Art Graphic as following:
e. Insert date and slide number in the footer of each slides.

Q. No. 4 [20 marks]

a. Create a worksheet in MS-Excel with fields ROLL_NO, STUDENT_NAME, TEST1, TEST2, TEST3, TOTAL_MARKS, PERCENTAGE and enter the following data of four students :

ROLL_NO	STUDENT_NAME	TEST1	TEST2	TEST3	TOTAL_MARKS	PERCENTAGE
11	Xxx	88	67	98		
22	Yyy	69	77	59		
33	Zzz	95	81	90		
44	Aaa	80	75	79		

b. Calculate TOTAL_MARKS and PERCENTAGE of each student(where maximum marks of each test is 100).
c. Arrange the above table in descending order on the basis of PERCENTAGE.
d. Convert the Text Alignment of whole table in Right(Indent).
e. Insert a Stacked Column chart of the above table and display it in the same sheet without overlapping.

Q. No. 5 [20 marks]

a. Create a database 'SALES' in MS-Access with fields:
Item(Text), Price(Number), Discount_in_Percentage(Number), Net_Price(Number).
b. Insert the following records in database' SALES'

Item	Price	Discount_in_Percentage	Net_Price
X	3000.00	15	
Y	2400.00	10	
Z	2600.00	20	

c. Calculate the Net_Price of each item after deducting respective discount given in field Discount_in_Percentage.
d. Insert a new field Quantity (number) with values 2, 3 and 4 for Item X, Y and Z respectively.
e. Calculate the total price of all items as per quantity given in part (d) using MS-Access query.