Uttarakhand Civil Judge (Mains) 2016

Basic Knowledge of Computer Operation · compulsory paper

SET – A. Practical Examination on Basic Knowledge of Computer Operation. Time: 1 Hr. Max. Marks: 100

Note

1. Attempt all questions. All questions carry equal marks.
2. Write the answer of Q. No. 1 on the given answer sheet.
3. 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(s) where ever required.
4. Do not put any identification mark (Roll No., Name etc.) concerning you in any answer of the question.

Q. No. 1 [20 marks]

a. Write down the names of any two Internet browsers.
b. Write down the structure of a typical e-mail address.
c. Write down the step(s) for creating a new folder in Microsoft Windows operating system.
d. Write down the step(s) to change screen resolution through Control Panel in Microsoft Windows operating system.
e. Write down the names of any two search engines on the Web.

Q. No. 2 [20 marks]

a. In MS-Word, draw the following table:

Uttarakhand	Uttarakhand is a beautiful and peaceful state in the northern part of India.
Public Service Commission	
Haridwar	

b. In MS-Word, type the following text and strikethrough it:
This examination assesses the basic knowledge of Computer Operations.
c. Type the following list in MS-Word:
   - Preliminary Examination
   - Screening Test
   - Qualifying Test
   - Main Examination
d. In MS-Word, insert the text “Examination” as footnote on a page.
e. Using MS-Word, type the text “I am Indian”. Copy this text in next line and bold and italicize it.

Q. No. 3 [20 marks]

a. Create a table in MS-Access with following fields. Type of the corresponding field is given in bracket of each.
Case_No (Number), Petitioner_Name(Text), Date_of_Filing(Date)

b. Insert following data in the table created in part (a):

Case_No	Petitioner_Name	Date_of_Filing
101	AB	03/05/2006
102	MB	06/10/2008
103	DC	07/11/2009
104	TN	10/10/2010

c. Use MS-Access feature(s) to arrange the entries in the table created in part (b) in ascending order with respect to the Petitioner_Name field.

d. Use MS-Access feature(s) to display the total number of entries in the table created in part (b).

e. In the table created in part (b), add a new field Advocate_Name(Text) after the column Date_of_Filing and enter BT, XY, PR, and MT values in this field from first to last record, respectively.

Q. No. 4 [20 marks]

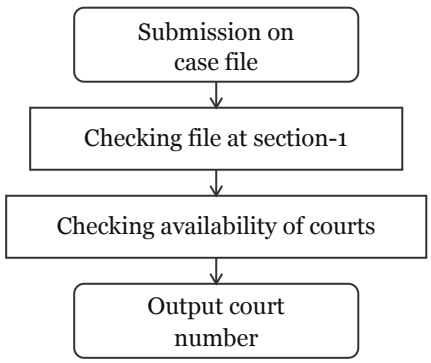
a. In MS-Excel, create the following table:

Farmer_Name	Land_Size (In Acres)	Total_Profit (In Rupees)
AB	10	80000
TM	5	55000
RS	22	220000
KL	2	25000
TR	6	54000
LM	17	144500

b. Add a new column 'Profit_per_Acre (In Rupees)' after the column 'Total_Profit (In Rupees)' and populate its values using following formula:
Profit_per_Acre (In Rupees) = Total_Profit (In Rupees) / Land_Size (In Acres)

c. Sort the entries in the table obtained from part (b) in descending order with reference to the values of column 'Profit_per_Acre (In Rupees)'.

d. Create a bar chart using entries in columns 'Farmer_Name' and 'Land_Size (In Acres)' from the table created in part (a).



e. Create following in MS-Excel:

Q. No. 5 [20 marks]

Using MS-Power Point, do the following:

a. Create a slide. Add the title 'Indian Judiciary' and add the sub-title 'An Overview' in this slide.

b. Create a slide. On this slide, add the title 'Uttarakhand' and add following text:
   - The Uttarakhand High Court is situated in
     ✓ Nainital

c. Create a slide. Add following in this slide:
   Uttarakhand

d. Create a slide and add current date on the bottom of this slide using Date and Time feature of MS-Power Point.

e. Create a slide and add the following table on this slide:

Court City	Cases
ABC	12500
XYZ	10100