Uttarakhand Civil Judge (Mains) 2018

Basic Knowledge of Computer Operation · compulsory paper

SET-E. 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 any two open source Operating Systems.
b. Write any two functions of the TCP/IP. Also write the full form of TCP/IP.
c. Write the full form of CUI and GUI.
d. How to remove the windows operating system from your Computer. Write the steps.
e. What are the steps to change the resolution of your computer screen?

Q. No. 2 [20 marks]

Marking India's first venture into the interplanetary space, **MOM** will explore and observe Mars **surface features**, morphology, **mineralogy** and the Martian atmosphere. Further, a specific search for methane in the Martian atmosphere will provide information about the possibility or the past existence of life on the planet.

a. Write the above paragraph using justify margin and store as abc.doc
b. Italic and Strikethrough the line 2.
c. Create a table (2x2) with file name “File-Table1”.
d. Put the sentence-1 in Row-2 at column 1 and sentence 2 in Row-1 at column -2.
e. Convert the paragraph in Gridlines and print the snapshots.

Q. No. 3 [20 marks]

a. Create the following table in MS –Access with following fields. Type of the corresponding filed is given in bracket of each field.
Emp_ID(Numeric), Subject(Text), Unit Price/Lecture(Currency), No of Lecture Delivered (Numeric), TA in % (Numeric)
b. Insert following data in the table created in part a.

Emp_ID	Subject	Unit Price/Lecture	No of Lecture Delivered	TA in %
10265	Maths	Rs 1,500.00	6	19

Emp_ID	Subject	Unit Price/Lecture	No of Lecture Delivered	TA in %
10065	English	Rs 750.00	3	13
60178	Physics	Rs 1,200.00	4	18
30299	Chemistry	Rs 1,200.00	5	14
70280	Hindi	Rs 750.00	2	12

c. Sort the given data in ascending order with respect to the TA in % field.
d. Sort the given data in descending order with respect to the Emp_ID.
e. Display the total number of entries in the table created in part b.

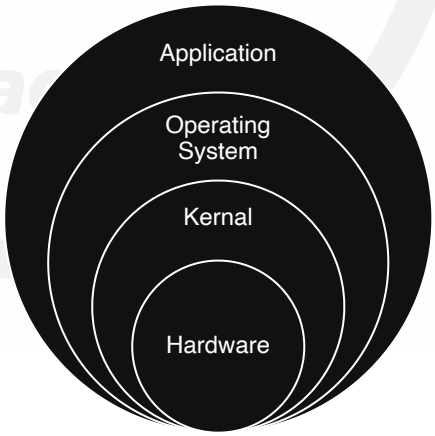
Q. No. 4 [20 marks]

a. Create the following table in MS Excel

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
10/5/14	Central	Morgan	Binder	28	8.99	251.72
12/21/15	Central	Andrews	Binder	28	4.99	139.72
2/9/14	Central	Jardine	Pencil	36	4.99	179.64

b. Draw a Bar Chart on the above table.
c. Delete second row on the above table.
d. Find Average, Count, Numbers, Min and Max in the table -a (Column 5, 6, 7).
e. Create a header as Executive Order and Footer as Signature Order in the table.

Q. No. 5 [20 marks]



a. Create the following power point slide.
b. Insert date and footer as ONION of the slide.
c. Insert the title- MY OPERATING SYSTEM of the slide.
d. Insert bullet in the slide.
e. Insert slide number in the slide.