Uttarakhand Civil Judge (Mains) 2019

Basic Knowledge of Computer Operation · compulsory paper

Practical examination held 9–11 January 2020 · Time: one hour per set · Maximum marks: 100 per set

Attempt all questions. All five questions carry equal marks. Write Question 1 on the answer sheet and carry out Questions 2–5 on the computer. Save your work and take snapshots and printouts as directed. State any assumptions clearly. Do not include personal identification marks.

Set A2 · 9 January 2020, first session

Question 1

[20 marks]

a. What is an IP address? Explain its purpose using an example.
b. Write the steps to hide a file or folder in Windows.
c. The extension of an MS Word file is _____.
d. Name any two websites and specify their use.
e. Write the steps to find free storage space on the C drive.

Question 2

[20 marks]

a. Create an MS Word file with the heading ‘Uttarakhand Judicial Service’ in 14-point Times New Roman.
b. Set the watermark ‘Confidential’ on the file.
c. Enter and justify this text: ‘This is my file for the Uttarakhand Judicial Service Exam.’
d. Highlight ‘Uttarakhand Judicial Service Exam’ in that text.
e. Change the page layout to landscape.

Question 3

[20 marks]

a. Create an Excel spreadsheet. Enter ‘Record of Candidates’ in the first cell and merge and center the text.
b. Enter the following data in the spreadsheet.

Candidate_ID	Candidate_Name	Marks
001	ABC	55
002	DEF	70
003	GHI	65

c. Display all borders for the cell ‘Record of Candidates’ in the table.
d. Enter ‘These are records of the candidates’ at the bottom of the table and wrap the text.
e. Make the text entered in (d) bold and italic.

Question 4

[20 marks]

a. Create an Access table for bank customers with ID (AutoNumber), CustomerName (Text), AccountNumber (Number) and Balance (Number).
b. Change the table name to ‘Customer Details’.
c. Enter the following data.

ID	CustomerName	AccountNumber	Balance
1	A	10001	1,000
2	B	10030	60,000

d. Generate a report for the table.
e. Display the total number of records and the average balance.

Question 5

[20 marks]

a. Enter 'Judicial Process' as the PowerPoint slide title and format it using WordArt.
b. Add the date and time to the slide.
c. Insert a slide number.
d. Insert an action button to move to the next slide.
e. Reproduce the graphic on a slide.



Set A3 · 9 January 2020, second session

Question 1

[20 marks]

a. Explain any two types of websites.
b. The extension of an MS Excel file is _____.
c. Write the steps for creating a shortcut to a folder in Windows.
d. Write the steps to create a password for a user in Windows.
e. Write the steps for opening Notepad in Windows.

Question 2

[20 marks]

a. Create an MS Word document containing the following text:
   Uttarakhand Judicial Service
   This is my text. Some points that I want to mention:
   1. A
   2. B
   3. C
b. Set 'Uttarakhand Judicial Service' in 14-point type and underline it.
c. Center-align 'Uttarakhand Judicial Service'.
d. Create a page border.
e. Type some more text and represent the document in a two-column format.

Question 3

[20 marks]

a. Create an Excel spreadsheet with the following data.

JudgeID	JudgeName	Number of cases handled
101	AAA	15

JudgeID	JudgeName	Number of cases handled
102	BBB	36
103	CCC	22

b. Find the average number of cases handled.
c. Find the minimum and maximum number of cases handled.
d. Display a pie chart of the judges' case counts.
e. Sort by number of cases handled in ascending order.

Question 4

[20 marks]

a. Create an Access table with fields ID (AutoNumber), Book_Title (Text) and Number_of_copies (Number).
b. Rename the table 'Record_of_Books'.
c. Enter the following data.

ID	Book_Title	Number_of_copies
1	Understanding Judicial System	100
2	Basics of Judiciary	68

d. Create a form for the table and print it.
e. Sort the table by Number_of_copies in ascending order.

Question 5

[20 marks]

a. Create a PowerPoint presentation titled 'Uttarakhand' and change the slide's background style.
b. Add another slide with layout Two Content.
c. On one side of the slide, add 'Places to visit in Uttarakhand:' followed by Dehradun and Mussoorie.
d. Add an image of your choice from the gallery on the other side.
e. Insert slide numbers on all slides.

Set B3 · 10 January 2020, first session

Question 1

[20 marks]

a. How do you change the display of the screen in Windows?
b. Write the full forms of (i) CPU and (ii) HTTPS.
c. Name any two operating systems.
d. Name the latest version of Internet Protocol.
e. What are social networking sites?

Question 2

[20 marks]

a. Create the Word layout shown using a dotted outside border.



b. Set the border color to black.
c. Write the text as shown.
d. Set the text color to gray.
e. Set the font to Calibri at size 36.

Question 3

[20 marks]

a. Create an Excel sheet with the following data.

RNo.	Student_Name	Test1	Test2	Test3	Average
101	PQR	3	4	3	
102	ABC	7	5	3	
103	EFG	6	2	4	
104	IJK	1	6	5	

b. Calculate the average by using an Excel function.
c. Sort the table by RNo. in descending order.
d. Draw a 3-D column chart of RNo. and Average.
e. Change PQR's Test1 mark from 3 to 8 and recalculate Average.

Question 4

[20 marks]

a. In Access, sort these student records in ascending order of RNo.

RNo.	Name	Date_of_Birth	Chemistry	Max_Marks
12	XYZ	19/02/2013	15	30
16	PQR	09/11/2002	35	50
23	LMN	05/11/2001	53	60
11	ABC	13/07/2003	70	100

b. Display the total number of entries in the table.
c. Calculate and display the percentage for each record, using 15/30 × 100 for the first record.
d. Change the date-of-birth display from dd/mm/yyyy (19/02/2013) to mm/dd/yyyy (02/19/2013).
e. Print or display an Access report for the table.

Question 5

[20 marks]

a. On the first slide insert 'HELLO EVERYONE' as shown, in 36-point bold Times New Roman.
b. Insert the date and time in the slide footer.
c. Set the first slide's background color to blue.

d. Add a slide with the text 'Basics of Computing' in gray, 36-point italic Times New Roman.
e. Rotate 'Basics of Computing' by 270 degrees.

Set B2 · 10 January 2020, second session

Question 1

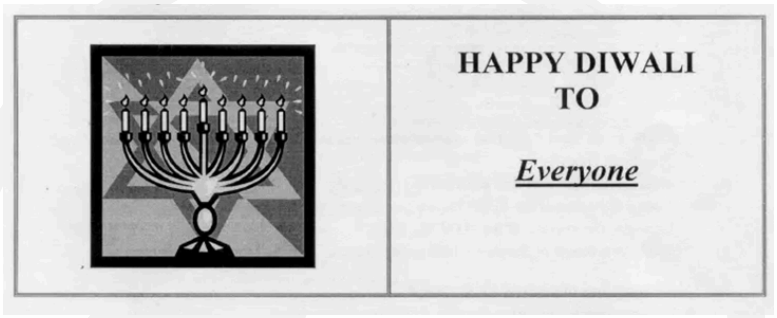
[20 marks]

a. Write the steps to change the system time in Windows.
b. Telnet is an example of _____.
c. Bill Gates is famous for _____.
d. What does TCP/IP stand for?
e. Name any two social networking sites.

Question 2

[20 marks]

a. Create the Word layout shown and reproduce the border.



b. Use two columns.
c. Use clip art.
d. Place the clip art in the center of its column.
e. Type the text shown.

Question 3

[20 marks]

a. Create an Excel sheet with these book records.

Book_Id	Book_Name	Number_of_Copies	Author	Amount(INR)
101	PQR	3	WW	52.65
102	ABC	7	XX	31.05
103	EFG	6	HH	15.85
104	IJK	1	HW	16.00

b. Sort the data alphabetically by Author.
c. Insert a new ISBN column between Book_Id and Book_Name.
d. Change the book name of the record whose author is XX to EKL.
e. Find the total cost of all books.

Question 4

[20 marks]

a. In Access, add a TOTAL field as Theory plus Practical for the following records.

RNo.	Name	Theory	Practical
123	xyz	36	39
169	pqr	39	50
236	lmn	63	53
115	abc	33	70

b. Sort the records by RNo. in descending order.
c. Rename Theory to Board_Marks.
d. Calculate the average of the TOTAL values.
e. Generate an Access report of the table.

Question 5

[20 marks]

a. Create a slide with the text 'HELLO' in 36-point bold Times New Roman.
b. Change the slide background to gray.
c. Insert the following table on the next slide.

NAME	COUNT1	COUNT2	COUNT3
ABC	32	56	51
SDF	99	77	45
LMN	87	55	34

d. Add a line chart to the same slide, with NAME on the x-axis and COUNT1, COUNT2 and COUNT3 on the y-axis.
e. Draw the following image on a further slide.



Set C1 · 11 January 2020, first session

Question 1

[20 marks]

a. Name two email service providers.
b. Write the full form of FTP.
c. Display the general properties of the local C drive and print a snapshot.
d. Display processor information for the system and print a snapshot.
e. Name two search engines.

Question 2

[20 marks]

a. Create an Access table 'Student' with Roll_No (Number), Name (Text) and Percentage (Number).

b. Insert these records.

Roll_No	Name	Percentage
01	AA	99
02	BB	89
03	CC	93

c. Sort the table by Percentage in descending order.
d. Add a numeric field called Total_Marks.
e. Use Number Filter to display records with Percentage greater than or equal to 95.

Question 3 [20 marks]

a. Create a PowerPoint title slide with 'Uttarakhand Public Service Commission' and 'Haridwar, Uttarakhand'.
b. Add a second blank slide with the Title and Content layout.
c. Insert a triangle on the third slide.
d. Type 'INDIA' inside the triangle on the third slide.
e. Insert the date on all the slides.

Question 4 [20 marks]

a. Create an Excel worksheet named 'Exam' with the following data.

Enrollment No	Percentage
01	88
02	79
03	94

b. Find the average percentage.
c. Sort the records by percentage in ascending order.
d. Create a clustered column chart for the percentages.
e. Add a new record to the worksheet.

Question 5 [20 marks]

a. Create a Word document containing this paragraph:
Mission Chandrayaan-is the second lunar exploration mission developed by the Indian Space Research Organisation. The main scientific objective is to map and study the variations in lunar surface composition, as well as the location and abundance of lunar water.
b. Change the paragraph's font style to italic.
c. Set the paragraph's alignment to justified.
d. Apply Drop Cap to the paragraph.
e. Display the number of words in the paragraph.

Set A1 · 11 January 2020, second session

Question 1 [20 marks]

a. Name two features of Windows and explain their advantages or uses.
b. What is a search engine? Name two.
c. For www.yahoo.com, explain the significance of www, yahoo and com.
d. Name the software company that developed Windows.
e. Write two uses of the Internet.

Question 2

[20 marks]

a. Create an MS Word document titled 'Annual Sales Report' with the following table.

S.No.	Details	Amount(INR)
1.	Desktop Computers	10,00,000
2.	Laptops	50,00,000

b. Insert the page number at the bottom right of the document.
c. Left-align the first and second columns and right-align the third.
d. Make the three column headings bold and italic.
e. Add a final row showing the total amount.

Question 3

[20 marks]

a. Create an Access table with Roll_No (Number), Candidate_Name (Text), Subject1 (Number) and Subject2 (Number).
b. Insert the following records.

Roll_No	Candidate_Name	Subject1	Subject2
101	ABC	50	72
102	DEF	84	90
103	GHI	79	48

c. Sort the table by Subject2 marks in descending order.
d. Calculate and display the top two marks for Subject1 and Subject2 respectively.
e. Generate a final report after the Subject2 sort.

Question 4

[20 marks]

a. Create this worksheet in Excel.

Employee_ID	Employee_Name	Basic Pay	DA	HRA	Gross Salary
123	Aaa	10,000			
456	Bbb	18,000			
789	Ccc	16,500			

b. Calculate DA as 50% and HRA as 15% of Basic Pay, and Gross Salary as the sum of all three.
c. Create a column chart with Employee_ID on the x-axis and Gross Salary on the y-axis. Title it 'Employee Salary details'.
d. Sort the table in increasing order of Gross Salary.
e. Find the average, highest and lowest Basic Pay.

Question 5

[20 marks]

a. Make a PowerPoint title slide captioned 'Uttarakhand: A Tourist destination' and insert a slide number.
b. On the second slide, title it 'Tourist places in Uttarakhand' and list Haridwar, Dehradun and Mussoorie.
c. Title the third slide 'About Haridwar', insert a gallery image and animate it. Capture the steps and insert the screenshot at the end of the presentation.
d. Insert this table on the fourth slide.

Mode of transport	Fare (Rs.)
Bus	1,000
Train	1,200

e. Place 'Thank you for visiting Uttarakhand' in bold on the fifth slide.

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