Uttarakhand Civil Judge (Mains) 2021

Practical Examination on Basic Knowledge of Computer Operation · compulsory paper

SET_A_01

Uttarakhand Judicial Service Civil Judge (JD) Mains Examination - 2021 · Duration: 1 Hour · Maximum Marks: 100

Note: Read the instructions carefully. Clear, complete and precise answers are expected.

1. Attempt all questions. All questions carry equal marks.

2. Write the answer of Question 1 on the given answer sheet. Perform the practical exercise(s) on computer system for each part of Question 2, 3, 4 and 5. Save the answers of each part of these questions (by taking snapshot) and take a printout as per the instructions given to you in the computer operation practical examination hall.

3. Assumption may be made whenever required by clearly stating them.

4. Do not write any identification marks (Roll number, Name etc.) concerning you, anywhere in the answer sheet.

Q1. Write the answers on the given answer sheet. (5x4=20)

a). Write the full form of DOS.

b). Write the name of any two popular web browsers.

c). Write down the steps to change the 'Screen Saver' of a Monitor screen.

d). Write down the steps to create a new folder in the desktop with name 'UKPSC'.

e). Write down the steps to change the 'Administrator' user properties.

Q2. Take a snap shot of each part and print it. (5x4=20)

a). Create a MS-Word file with name 'devbhoomi.docx' and write the following paragraph on it.
"Dev Bhoomi Uttarakhand"
Uttarakhand is known as "the land of the gods" (Devbhumi) **because of its number of Hindu pilgrimage sites.** During the Vedic period, several small republics known as Janapada existed in this region. The state is also referred to as "Dev Bhoomi" (literally meaning Abode of Gods) **due to its mention as such in ancient Hindu texts and occurrence of a large number of historical temples in the state.**

b). Insert a text watermark 'DEV BHOOMI' in the above word file.

c). Apply 'Dropped' 'Drop Cap' on the above typed paragraph.

d). Insert a blank table having 6 Rows and 4 Columns at the end of above paragraph.

e). Insert 'footer' having 'page number' in the above MS-Word file.

Q3. Take a snap shot of each part and print it. (5x4=20)

a). Create a database table named "Employ Record" in MS-Access having following fields as FieldName (DataType):
Emp Name (Text) Emp Number (Text) Designation (Text) Grade Pay (Number)

b). Insert following three records in the above table of MS-Access:

Emp_Name	Emp_Number	Designation	Grade _Pay
AABB	EMP_202	Manager	7000
BBCC	EMP_223	GM	9000
CCDD	EMP_324	CEO	11000

c). Insert a new field 'Gender' with data type 'Text' after the field 'Emp_Name'.

d). Add a value 'M', 'M' and 'F' for student name AABB, BBCC and CCDD respectively.

e). Sort the record with respect to the field 'Grade_Pay' in descending order.

Q4. Take a snap shot of each part and print it. (5x4=20)

a. Create a worksheet in MS-Excel named as 'End Term Examination'.

b. Insert following data in the above worksheet:

Candidate_Name	Roll_Number	Program_Name	Subject_Name	Marks
AAABB	21509632	B.Sc.	Physics	230
BBBCC	20345601	LLB	Cyber Law	223
CCCDD	19302108	LLM	Criminal Law	321
DDDEE	21409632	B.Sc.	Mathematics	265

c. Show all the records having 'Program_Name' "B.Sc." using 'Sort & Filter' option.

d. Find the AVERAGE of 'Marks' column at the end of above table using AVERAGE function.

e. Insert a 'Pie Chart' at the end of above data using columns 'Subject_Name' and 'Marks'.

Q5. Take a snap shot of each part and print it. (5x4=20)

a. Create a MS-Power Point presentation. Add 'Title and Content slide' and write the following text on it.
"Dehradun"
"Capital of Uttarakhand State"

b. Add a new slide and insert a table having 3 rows and 4 columns.

c. Add a new slide and write 'Haridwar is one of main cities in Uttarakhand' using 'WordArt'.

d. Insert following 'Rectangle: Beveled' 'Shape' on the add text part of above slide.



e. Insert current 'date and time' in the 'footer' part of each slide.

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4. Do not write any identification marks (Roll number, Name etc.) concerning you, anywhere in the answer sheet.

1 Write the answers on the given answer sheet.

(a) Write the name of two Operating Systems.

(b) Write the full form of 'MS' in 'MS-Office'.

(c) Write the steps to get the properties of 'C' drive of your Computer.

(d) Write the steps to create a new 'Text Document' named 'QWERTY' on your desktop.

(e) Write the steps to move the above Text Document to 'C' drive of Computer.

2 Take a snap shot of each part and print it.

(a) Create a word document and write following paragraph on it:
India is a great country.
India is located in South Asia region.
India got independence on 15th August 1947.

(b) Convert the first line of above document in *Italic* 'Font style'.

(c) Convert the second line of above document in **Bold** 'Font style'.

(d) 'Center' align the above paragraph.

(e) Apply Page Layout as 'Shadow' 'Page Border' on above document.

3 Take a snap shot of each part and print it.

(a) Create a new table in MS-Access with following fields:
Book_ID, Book_Name, Book_Price

(b) Insert following four records in the above MS-Access table.

Book_ID	Book_Name	Book_Price
3	Basic Mathematics	350
4	Fundamental Geography	480
5	Indian History	650
6	World Economics	830

(c) Add a new field **Book_Author** in above MS-Access table.

(d) Sort the above table in descending order of **Book_Name**.

(e) Find the sum of the field **Book_Price**.

4 Take a snap shot of each part and print it.

(a) Create a worksheet in MS-Excel with following data.

Subject Code	Subject Name	Obtained Marks
BAS01	Mathematics	77
LAN02	English	82
LAN01	Hindi	79
SCI01	Chemistry	65
SCI02	Physics	71

(b) Find the **Sum** of 'Obtained Marks' of all subjects using 'AutoSum' function.

(c) Rename the worksheet as 'Marksheet'.

(d) Apply 'All Borders' to the above worksheet data.

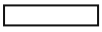
(e) Get the 'View' as 'Page Break Preview' of the worksheet (Print a Screen shot/snap shot).

5 Take a snap shot of each part and print it.

(a) Create a Power Point Presentation and insert a 'Title only' slide with Title 'India'.

(b) Insert a new slide as 'Title and Content' slide with Title 'Delhi'.

(c) Insert the following 'Rectangle' 'Shape' in the content area of the above slide.



(d) Insert 'Footer' as 'Date and Time' in the First Slide only.

(e) Change the 'Slide Orientation' of slides to 'Portrait' (Print a Screen shot/snap shot).