

8/7/15 दीर्घ रम

SET-J10

**Uttarakhand Judicial Service Civil Judge(JD)Examination-2014**  
**Practical Examination on Basic Knowledge of Computer Operation**

**Time:1 Hour**

**MM:100**

**Note:**

- 1) Attempt all Questions. All questions carry equal marks.
- 2) Write the answer of Q.1 on the given answer sheet.
- 3) Perform the practical exercise(s) on computer system for each part of Q2,Q3,Q4 and Q5. Save the answer of each part of these question(for taking printouts) as per the instructions given to you in the computer operation practical examination hall.
- 4) Make suitable assumptions, wherever required.
- 5) Do not put any identification marks(Roll number, Name etc.) concerning you in any answer of the question.

Q.1(a) Inventor of WWW is .....

(b) The standard Protocol of the internet is .....

(c) The full form of ISP is .....

(d) Write the step to change the background of desktop

(e) Write the step to open a sound recorder.

Q.2(a) Create a MS-Excel spread sheet with Following data.

S.No	Product name	product cost	Quantity	Total
1	Rin	20	30	
2	Nirma	40	20	
3	Oil	100	15	

(b) Calculate the total of each row in total field using formula

(c) Sort the rows according to the product cost in descending order.

(d) Create the bar chart using the worksheet.

(e) Delete the column no 4 from the spread sheet.

Q.3(a) Draw a table using MS-Word having 4 row and column with heading S.No,Name,DOB,Phone no in first row.

(b) Fill the Table with relevant data.

(c) Append the table with one more row.

(d) Delete row number 3 from the table.

(e) Insert a column "Address" between column number 3 and column no 4.

Q.4 Create a Power point presentation having 5 slide and perform following operation on it.

(a) Insert a table in slide no 1 with 4 row and 3 column and fill the suitable entries in the table.

(b) Insert a text "WELCOME" within circle in slide no 2.

(c) Insert any picture enclosed in rectangle in slide no 3.

(d) Rotate the picture in slide no 3 by 180 degree.

(e) Write the text "I LOVE MY INDIA" in slide no 5 with font size 18.

Q.5(a) Create a table student in MS-Access with following field.

Student ID(Number) Student name(text) DOB(date) Age(number) Sex(text)

(b) Insert the following data in the above table.

Student ID	Student name	DOB	Age	Sex
1111	Ram singh	21/02/1975	40	M
1234	Shyam singh	01/05/1974	41	M
23431	Amar singh	10/02/1970	45	M
3425	Lal singh	11/11/1976	39	M

(c) Sort the table with respect to Age in descending order.

(d) Delete the record having minimum Age from the table.

(e) Modify the name "Ram singh" with "Ram ji singh" using access feature.

