

7/7/15 दीया अश

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

Time:1 Hour

MM:100

Note:

- 1) Attempt all Questions. All Question carry equal marks.
- 2) Write the answer of Q1 on the given answer sheet.
- 3) Perform the practical exercise(s) on computer system for each of Q2., Q3., Q4., and Q5. Save the answers of each part of these questions (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.

- 1 (a). Write steps to open the paint in windows.
- (b). Write steps to change the desktop background in windows.
- (c). By default, Date and time are available on the desktop at _____.
- (d). Size of the IP address is _____ bits.
- (e). FTP stands for _____.

- 2 (a). Type the following sentence in MS Word with file name "Test"
"academy honorary award: since 1929"
- (b). Change the style of the sentence as bold, Italic and underline.
- (c). Using MS-word feature change all the letters of sentence to uppercase.
- (d). Write the same sentence and apply the strikethrough.
- (e). Insert the equation $\frac{dy}{dx} = 2x^2$ below the text.

- 3 (a). Create a MS- Excel spreadsheet as shown below with the file name "Test_Marks"

Student Name	Test 1	Test 2	Test 3	Average_Marks
Ram	56	75	55	
Syam	65	86	77	
Mohan	45	95	92	
Vivek	78	74	62	

- (b). Calculate the Average_Marks of "Test 1", "Test 2" and "Test 3" using MS-Excel function.
- (c). Sort the table with respect to field "Student_Name" in alphabetical order.
- (d). Select the columns "Test 1", "Test 2" and "Test 3" and draw a column chart.
- (e). Label the X-axis title as Student_Name and Y-axis title as ""Test_Marks" and set legends as "Test 1", "Test 2" and "Test 3" .

- 4 (a). Create a table in MS-Access with database name "Books_Record" with following fields
Book_id (Number) Book_Title (Text) No_of_Copies (Number) Category (Text)

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

Book id	Book Title	No_of_Copies	Category
111	Operating System	100	Text_book
112	Computer Architecture	75	Reference
113	Computer Network	110	MCQ
114	Compiler Design	95	MCQ

- (c). Add a new field "ISBN (Number)" and insert the values as per your choice.
- (d). Sort the table in alphabetical order with respect to field Book_Title.
- (c). Update the category value as "Practical" in place of "MCQ".

- 5 (a). Create MS-PowerPoint presentation, insert the "Percentage Marks" as slide title and format it as font type: Arial , Style : Bold, Size: 72, Color: Black

- (b). Insert the following table in the slide

Name	Percentage
Ram	48
Syam	39
Vivek	13

- (c). Add the Pie chart using the above mentioned data.
- (d). Insert a text box below the Pie chart and write "Pie_Chart" in the text box.
- (e). Insert a footer as per your choice in all the slides.

8/7/15 / (22/11/15)

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- 3) Perform the practical exercise(s) on computer system for each of Q2., Q3., Q4., and Q5. Save the answers of each part of these questions (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.

- 1
 - (a). Write steps to open the calculator in windows.
 - (b). Write steps to change the screen saver in windows.
 - (c). Write the two extensions of any Audio file.
 - (d). In Windows all deleted files go to _____
 - (e). SMTP stands for _____
- 2
 - (a). Type the following sentence in MS Word with file name "Test"
"ACADEMIC SCIENTIFIC AND TECHNICAL AWARD: SINCE 1931"
 - (b). Change the style of the above sentence as bold and underline.
 - (c). Change all the letters of sentence to lowercase using MS-word feature.
 - (d). Insert the same sentence using WordArt.
 - (e). Insert the equation $\int (x^2 + y^2) dx dy$ below the text.

- 3
 - (a). Create a MS- Excel spreadsheet as shown below with the file name "Students Result"

Student Name	Physics	Chemistry	Biology	Total Marks
Ram	56	75	55	
Shyam	65	86	77	
Mohan	45	95	92	
Vivek	78	74	62	

- (b). Calculate the Total Marks of "Physics", "Chemistry" and "Biology" using MS-Excel function.
 - (c). Sort the rows into alphabetical order with respect to "Student Name".
 - (d). Select the columns "Physics", "Chemistry" and "Biology" and draw a column chart.
 - (e). Set the X-axis labels of column chart with the Student Name and legends as "Physics", "Chemistry" and "Biology".
- 4
 - (a). Create a table in MS-Access with database name "Employee" with following fields
Employee_id (Number) Employee_Name (Text) Date_of_joining (Date) Department (Text)
 - (b). Insert the following data in the above table:

Employee_id	Employee Name	Date of joining	Department
101	Ramesh	03/15/2005	Production
102	Mohan	04/10/2006	Maintenance
103	Ram	11/23/2009	Production
104	Mohit	05/26/2011	Administration

- (c). Add a new field "salary" and insert the values as per your choice.
 - (d). Sort the above table with respect to field Employee_Name in alphabetical order.
 - (e). Update the table by changing the department as "Generation" in place of "Production".
- 5
 - (a). Create MS-PowerPoint file, insert the "Research Proposal" as slide title and format it as font type: Arial, Style: Bold, Size: 96, Color: Black
 - (b). Insert the following in subtitle with font type: Arial, Size: 32 and Color: Black
Introduction
State of art
Research Objectives
Methodology
 - (c). Place the bullets in the beginning of all four lines in subtitle area.
 - (d). Insert any picture in the slide using ClipArt.
 - (e). Insert date and slide number in all the slides.

