

7/7/2015/दिनेश एन

SET- J3

**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 No. 1 on given answer sheet
3. Perform the practical exercise(s) on computer system for each part of Q 2, Q 3, Q 4 and Q 5. Save the answer 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 No, Name etc) concerning you in any answer of the question.

Q. No. 1

- a) What is the full form of URL and HTTP?
- b) Write down steps for deleting any folder in Windows.
- c) Write down the name of any two web browsers.
- d) Write down steps for changing desktop background in Windows.
- e) Write any one role of a task manager in Windows.

Q. No. 2

- a) Create a MS-Word document with following text and insert header as "TECHNICAL REPORT" in the document.
"This is report for census of India"
- b) Insert page numbers at bottom (on right side) in above document.
- c) Create a table in above file with fields NAME and SALARY and insert any relevant data of four rows.
- d) Sort the above table on the basis of SALARY field in decreasing order
- e) Merge cells of first two rows in above table.

Q. No. 3

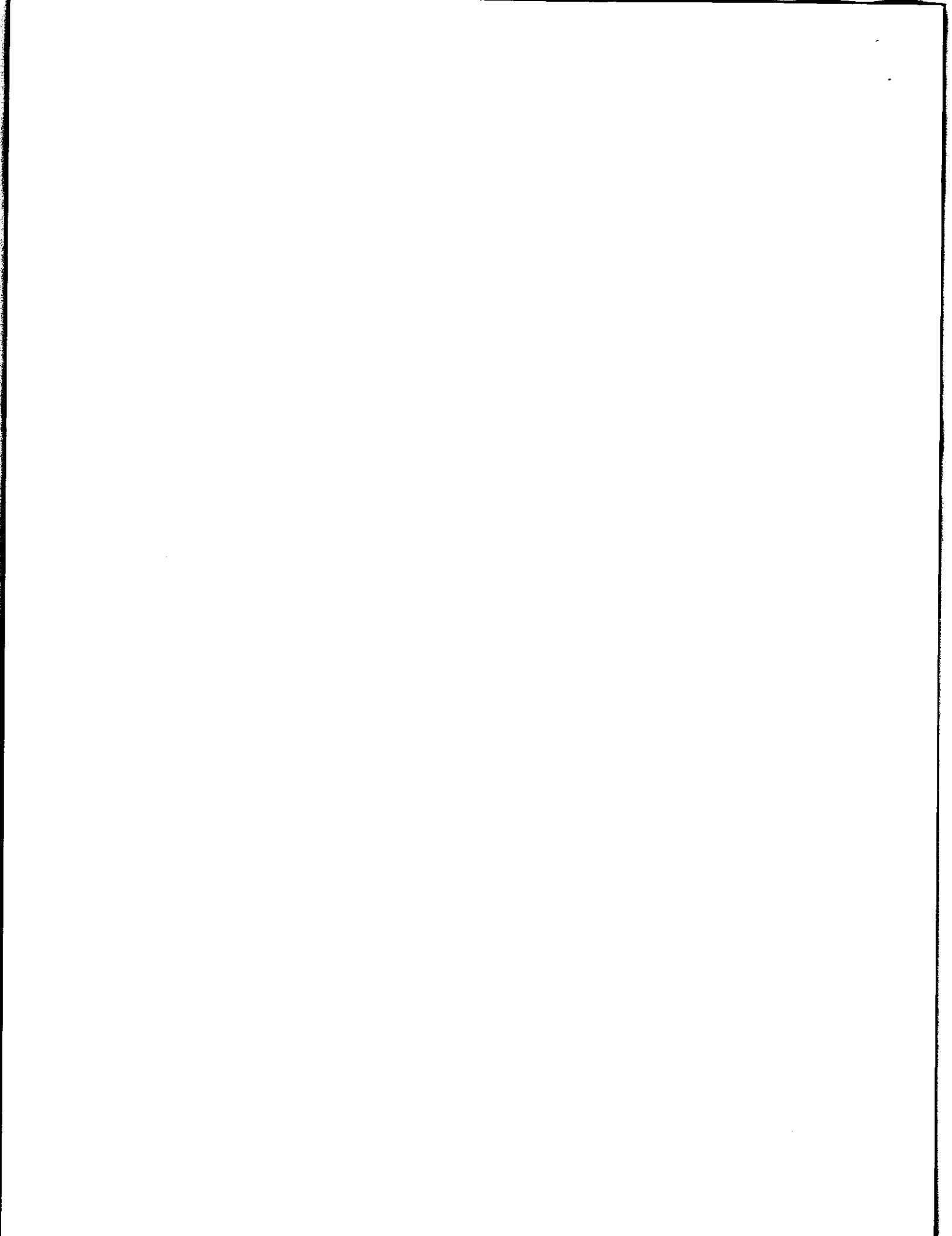
- a) Create a table STUDENT in MS-Access with fields NAME, ROLLNO and MARKS and enter relevant data for 4 students.
- b) Rearrange the table in increasing order of values in MARKS field of above table
- c) Modify field ROLLNO to ENROLLMENTNO in above table.
- d) Add another field POSITION in above table
- e) Add relevant values in POSITION field of above table.

Q. No. 4

- a) Create a worksheet in MS-EXCEL with fields NAME, ACCOUNTNO, BALANCE, DATEOFBIRTH and enter any relevant data of 4 rows.
- b) Sort rows on the basis of BALANCE field of worksheet created in part (a) in ascending order.
- c) Find average balance of all accounts in worksheet of part (a) by using formula.
- d) Change the formatting of cells in field BALANCE of above worksheet into type "CURRENCY"
- e) Find total balance of all accounts in worksheet by using formula.

Q. No. 5

- a) Create a presentation in MS-Powerpoint with title "COMPUTER" and subtitle "MS -POWERPOINT" in first slide
- b) Change Back Ground style as "Gradient Fill" for above presentation.
- c) Insert a new slide into this presentation and paste any image on that slide.
- d) Copy slide created in part (c) and paste before first slide in the presentation.
- e) Insert slide number on bottom of each slide in presentation.



7/7/15 यशज एन

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MM:100

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- 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) Write down any two commercial site of Internet.

(b) Write the step for moving a file from one folder to another folder in Windows.

(c) Write the step to recover delete file in Windows operating system.

(d) Write the step to open volume control in windows operating system.

(e) Write the use of URL.

Q.2 (a) Create a MS-Word file with text " Capital of Uttarakhand is Dehradun" with font size 14

(b) Right align the above text.

(c) Convert into Bold and Italic the above text.

(d) Change the font size to 19 for above text.

(e) Underline the above text in Arial font.

Q.3 (a) Create a MS-Excel spread sheet with field names Employee_code , Employee_name , Basic_Pay , HRA

(b) Insert the following record in the above spread sheet.

001	Laxman	10000	500
011	Ram Prasad	15000	750
010	Man singh	20000	1000

(c) Insert a new column Total_Pay in the spread sheet and calculate the Total_Pay=Basic_Pay+HRA of each employee in Total_Pay field using formula.

(d) Draw a Pie chart showing Basic_Pay and Total_Pay for above Excel sheet.

(e) Sort the above table in ascending order of Total_Pay.

Q.4 Create a Power point presentation file and perform the following operation on it.

(a) Add new slide no 1 and insert the "HELLO WORD" on the slide with font size 18.

(b) Add next new slide with following entries.

*Civil *Mechanical *Computer *Electronic

(c) Add a New slide and insert any picture from the clip art.

(d) Insert date and time to all the slides.

(e) Rotate the picture by 90 degree in slide number 3.

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

Employee_ID(Number) Basic(number) HRA(number)

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

Employee_ID	Basic	HRA
0012	5000	250
0100	8000	400
1102	7000	350
1111	6700	340

(c) Increase the HRA by 20% whose basic is less than 7000 by using MS_Access feature.

(d) Sort the record in ascending order with respect to the field HRA.

(e) Delete the row with Employee_ID =1111 from the table.

