Uttarakhand Judicial Service Civil Judge (JD) Examination – 2015
Practical Examination on Basic Knowledge of Computer Operation

Time : 1 Hr.   **Max Marks : 100**

Note :
1) *Attempt all questions. All questions carry equal marks. Write the answer of Q. No. 1 on the given answer sheet.*
2) *Perform the practical exercise(s) on computer system for each part of Q. No. 2 to Q. No. 5. Save the answer of each part of these questions (for taking printout) as per instructions given to you in the computer operation practical examination hall. Make suitable assumption where ever required.*
3) *Do not put any identification mark (Roll No., Name etc) concerning you in any answer of the question.*

Q. No. 1
  a) What is the full form of HTML & HTTP?
  b) Write the name of any two commonly used E-Mail servers.
  c) Write full form of DRAM and EEPROM.
  d) What is Recycle Bin? Write steps to retrieve file from Recycle Bin?
  e) Write steps to change desktop wallpaper in Windows.

Q. No. 2
a) Create the following table in MS-Word :

	Name	Age	Gender
Row 1	X	19	Male
Row 2	Y	18	Female
Row 3	Z	20	Female

  b) Copy the above table and paste it in next page.
  c) Insert a new row in copied table between Row 1 and Row 2 with contents
         Name = Xa   Age=21   Gender= Female
  d) Sort the table of part c) in ascending order with respect to the field 'Age'.
  e) Insert the header 'Exam 2015' and footer 'UKPSC' in above MS-Word file.

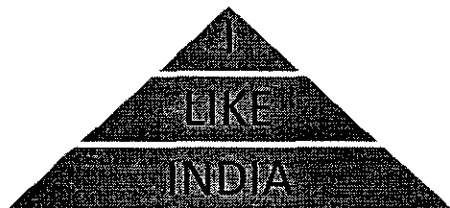## Q. No. 3   Create MS-Power Point presentation as per following :
  a) Add first slide and write title in the slide as "Uttarakhand Public Service Commission" and subtitle as "Haridwar".
  b) Add second slide and insert a table of 3 rows and 3 columns.
  c) Add third slide and insert a 3-D Clustered Column Chart based on following table :

Roll No	Test 1	Test 2
1	56	77
2	89	88

  d) Add fourth slide and insert Smart Art Graphic as following:

  e) Type "I like India" in the above Smart Art graphic in following manner:

Q. No. 4

a) Create a worksheet in MS-Excel with fields DISTRICT_NAME, MALE, FEMALE, LITERACY and enter the following data of four Districts.

DISTRICT_NAME	MALE	FEMALE	LITERACY
Nainital	15000	17000	9500
Almora	12000	11000	9000
Haridwar	19000	20000	8000
Dehradun	20000	19000	7500

b) Add a new column named as POPULATION in the above sheet and calculate the POPULATION of each district by adding their respective MALE and FEMALE population.

c) Calculate the total POPULATION of all districts and display it in the last cell of the same column.

d) Calculate the average of LITERACY of all the District and display it in the last cell of the same column.

e) Insert a 2-D Clustered Column chart of table given in part (a) of this question and display it in the same sheet without overlapping.

Q. No. 5

a) Create a database 'EMPLOYEE' in MS-Access with fields
   Name(Text), **Designation**(Text), **Basic**(Number), **G.P.**(Number), **D.A.**(Number),
   Total_pay(Number).

b) Insert the following records in database 'EMPLOYEE'

Name	Designation	Basic	G.P.	D.A.	Total_pay
A	Manager	22000.00	8000.00		
B	Clerk	12000.00	4000.00		
C	Head Clerk	18000.00	6000.00		

c) Calculate D.A. of each employee where D.A = 125 % of (Basic + G.P.) using MS-Access Query.

d) Calculate Total_pay of each employee where Total_pay= Basic + G.P. + D.A. using MS-Access Query.

e) Sort the records in ascending order with respect to the field **Total_pay**.

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Note :

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2) *Perform the practical exercise(s) on computer system for each part of Q. No. 2 to Q. No. 5. Save the answer of each part of these questions (for taking printout) as per instructions given to you in the computer operation practical examination hall. Make suitable assumption where ever required.*

3) *Do not put any identification mark (Roll No., Name etc) concerning you in any answer of the question.*

Q. No. 1

a) What is hyper link? Why is it used?
b) Write full form of IMAP and POP3?
c) What is full form of CD-R and CD-RW?
d) Write names of any two GUI based operating systems.
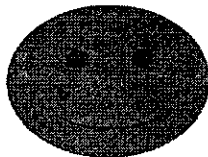e) One Tera byte data is equal to _____ Giga bytes?

Q. No. 2

a) Create the following table in MS-Word.

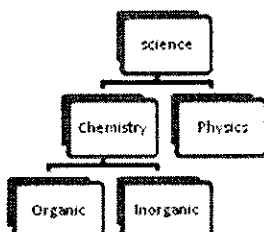|	Shape	Area	Perimeter
Row 1	Square	$A = X^2$	$P = 4 * X$
Row 2	Circle	$A = \pi r^2$	$P = 2\pi r$

b) Set the font size 22 and font style Italic of Row 1.
c) Insert the square shape in the next page and write down 'India' within it.
d) Insert the footer 'Uttarakhand' in above MS-Word File.
e) Insert the page number at the top of the above MS-word file.

Q. No. 3 Create MS-Power Point presentation as per following :

a) Add first slide and write title as "Department of Computer Science" in Bold, Italic, & Underline
b) Add following subtitle with Bullets in the same slide:
   - Operating System
   - Computer Fundamental
   - Windows
   - Programming Language
c) Add second slide and insert the following figure on it.

d) Add third slide and insert Smart Art Graphic as following:

e) Insert date and slide number in the footer of each slides.

Q. No. 4

a) Create a worksheet in MS-Excel with fields ROLL_NO, STUDENT_NAME, TEST1, TEST2, TEST3, TOTAL_MARKS, PERCENTAGE and enter the following data of four students :

ROLL_NO	STUDENT_NAME	TEST1	TEST2	TEST3	TOTAL_MARKS	PERCENTAGE
11	Xxx	88	67	98		
22	Yyy	69	77	59		
33	Zzz	95	81	90		
44	Aaa	80	75	79		

b) Calculate TOTAL_MARKS and PERCENTAGE of each student(where maximum marks of each test is 100).

c) Arrange the above table in descending order on the basis of PERCENTAGE.

d) Convert the Text Alignment of whole table in Right(Indent).

e) Insert a Stacked Column chart of the above table and display it in the same sheet without overlapping.

Q. No. 5

a) Create a database 'SALES' in MS-Access with fields:
Item(Text), **Price**(Number), **Discount_in_Percentage**(Number), **Net_Price**(Number).

b) Insert the following records in database' SALES'

Item	Price	Discount_in_Percentage	Net_Price
X	3000.00	15	
Y	2400.00	10	
Z	2600.00	20	

c) Calculate the **Net_Price** of each item after deducting respective discount given in field **Discount_in_Percentage**.

d) Insert a new field **Quantity** (number) with values 2, 3 and 4 for Item X, Y and Z respectively.

e) Calculate the total price of all items as per quantity given in part (d) using MS-Access query.

SET A

Legal Drafter, Translator & Reviewer under Legislative & Parliamentary Affairs (Legislative Cell) Examination -2014

"Basic Knowledge of Computer Operation-Practical Examination"
(Qualifying Nature)

Time: 01 Hour

Max. Marks: 100
Minimum Qualifying Marks: 40

Note:

- Attempt all questions. All questions carry equal marks.
- Perform the practical exercise(s) on computer system for each question. Save the answer of each part of these questions to take print outs.
- Make suitable assumptions, wherever required.
- Do not put any identification marks (Roll Number, Name etc.) concerning you in any answer of the question.

Q1. Create a folder named as "UKPSC" and a MS-Word file named as "Bio_Data" in the Desktop of your computer and take printout of the 'Small Icons View' & 'Details View' of Desktop folder in separate pages using print screen. (20 Marks)

Q2. Write the following paragraph in MS-Word and convert the 1st line in *Italic*, 2nd line as <u>Underline</u> and last line of the paragraph in **Bold** Font Style, also align the whole paragraph as 'Right justified'.

"A computer is a general purpose device that can be programmed to carry out a set of arithmetic or logical operations automatically $(x_1x_2+y^2)$. Since a sequence of operations can be readily changed, the computer can solve more than one kind of problem. Conventionally, a computer consists of at least one processing element, typically a central processing unit (CPU), and some form of memory". (20 Marks)

Q3. Create the following Table named as "Employee" in MS-Access using 'Design View'. Then create & take printout of the 'Form View' of the table. (20 Marks)

Emp_No	Name	Basic_Pay
10	AA	12000
11	BB	15000
12	CC	10000
13	DD	12500
14	EE	10000

Q4. Create a power point presentation, which appeared as follows in first slide and draw a 'Pie-Chart' in second slide based on the following table. (20 Marks)

COUNTRY	PERCENTAGE OF WHEAT EXPORT (assumed data)
India	75%
china	80%
Srilanka	65%
Pakistan	55%

Q5. Create following worksheet in MS-Excel named as "Result": (20 Marks)

Roll No	Name	Total_Marks	% of Marks
01	AA	360	90
02	BB	320	80
03	CC	300	75
04	DD	380	95

Sort the records in descending order of '% of Marks' and calculate average '% of Marks' in new line.