

Uttarakhand State Combined Civil / Upper Sub-Ordinate Service (Main) Examination 2012
Basic Knowledge of Computer Operation Practical Examination

Time : 1 Hour

Max. Marks : 100

Note :

- 1) Attempt all questions. All questions carry equal marks.
- 2) Write the answer of Q1 on the given answer sheet.
- 3) Perform the practical exercise(s) on computer system for Q2, Q3, Q4 and Q5. Save the answers 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) Don't put any identification marks (Name, Roll number etc.) concerning you in any answer of the question.

Q1. Write two examples each of Web browsers, Search engines, ISP and Social networking sites.

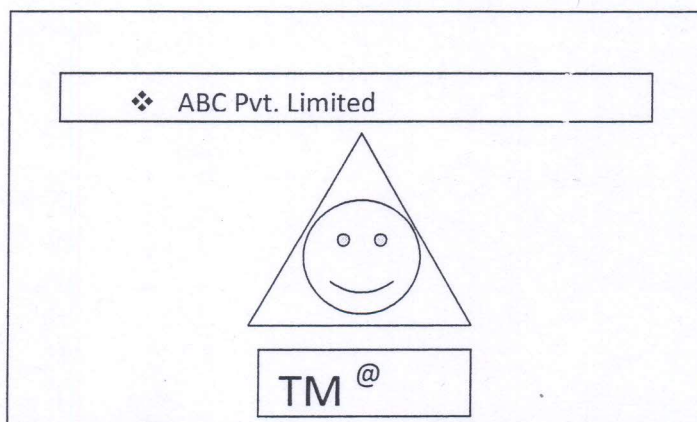
Q2. Create a spreadsheet in MS-Excel with following data. Calculate 'DA', 'HRA' and 'Total Salary' of each employee and then sort the records in descending order with respect to the field 'Total Salary'. Given that DA = 115% of Basic Salary, HRA = 40% of Basic Salary, and Total Salary = Basic Salary + DA + HRA.

| Employee | Basic Salary | DA | HRA | Total Salary |
|----------|--------------|----|-----|--------------|
| A | 15000 | | | |
| B | 17000 | | | |
| C | 11500 | | | |

Q3. Create the following table in MS-Word :

| | | |
|----------------|--------------|-----------|
| Ram | B.Se | 25 |
| Shyam | M.Sc. | 32 |
| ❖ Karan | ❖ BCA | ❖ 31 |
| <u>Shubham</u> | <u>B.Sc.</u> | <u>45</u> |

Q4. Create the following slide in MS-Power Point :



Q5. Create the following worksheet in MS-Access with fields 'Student Name' (Text), 'Date of Birth' (Date) and 'Marks' (Number) :

| Student Name | Date of Birth | Marks |
|--------------|---------------|-------|
| Ajay | 15/07/1998 | 235 |
| Anil | 12/09/1999 | 340 |
| Vijay | 10/12/1996 | 267 |

Arrange the table data in ascending order of the 'Date of Birth' field then create its 'Form'.

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Q1. Write down the steps to load Hindi Fonts on the computer system.

Q2. Type the following text in MS-Word document.

“During the last ~~twelve~~ fifteen years of my career, I have conducted **computer training workshops** for numerous corporate clients. One problem that I always faced was whenever any of the participants would ask me to *suggest a book which covered most of the things* that a typical user needs to know.”

Q3. Create the following table in MS-Excel worksheet and remove cell boarders.

| Payroll details | | |
|-----------------|---------------|--------|
| S.NO. | Employee Name | Salary |
| 1. | M.Swamy | 5000 |
| 2. | Suresh Kumar | 6000 |
| 3. | K.Pandey | 7000 |

Q4. Create a title slide inserting header, footer and slide number using equity theme in MS- Power Point. (Use text information for header and footer as per your choice.)

Q5. Create the following table in MS-Access and sort all the records using 'Name' field in the Alphabetical order.

| Name | Phone Number | Address | Age | GPA |
|----------------|--------------|------------|-----|------|
| Benjamin Bayer | 244000 | Roorkee | 19 | 3.51 |
| A. Bhasker | 244001 | Delhi | 18 | 3.52 |
| Rohan Panchal | 244002 | Dehradun | 25 | 3.53 |
| Barbara Benson | 244003 | Chandigarh | 30 | 3.54 |
| Susan Yao | 244004 | Bombay | 19 | 3.55 |

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Q1. Write down the steps to change the display screen resolution to 1280×720 .

Q2. In MS-Word, create the following (Given that the Font Size = 12 and Font Type = Times New Roman):

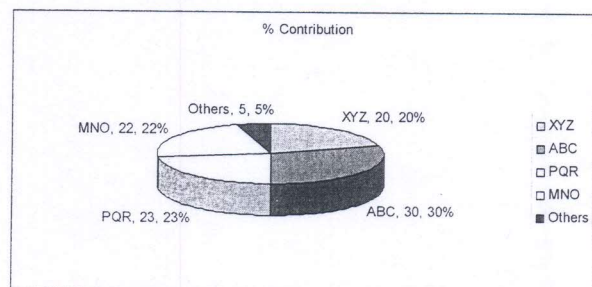
“Please **keep in mind** that the topic covered earlier has not been explained again. The topic is very easy in any field. The topic must be understood clearly and should be explained with examples such as $E=mc^2$.”

Q3. In MS-Access, create a table using fields and records as given below and calculate the value of Total_Charge for each record (Given that $Total_Charge = Per_day_Charge \times No_of_Days$).

| Pat_Code (number) | Pat_Name (text) | Admit_Date (date) | No_of_Days (number) | Per_day_Charge (number) | Total_Charge (number) |
|-------------------|-----------------|-------------------|---------------------|-------------------------|-----------------------|
| 917 | Suresh | 12-12-2014 | 4 | 265 | |
| 542 | Kumar | 04-07-2014 | 5 | 343 | |
| 117 | Praveen | 09-01-2014 | 7 | 544 | |
| 128 | Uttam | 26-07-2014 | 3 | 543 | |
| 333 | Kamal | 30-11-2014 | 8 | 753 | |
| 817 | Anupam | 12-11-2014 | 7 | 784 | |

Q4 In MS-Excel, draw a pie chart as shown below for following data:

| Tea_Production | % Contribution |
|----------------|----------------|
| XYZ | 20 |
| ABC | 30 |
| PQR | 23 |
| MNO | 22 |
| Others | 5 |



Q5 Using MS-PowerPoint, create a slide as shown below:

