Uttarakhand Judicial Service Civil Judge (JD) Examination – 2012
Basic Knowledge of Computer Operation Practical Examination

Time: 1 Hour   Maximum Marks: 100

Note:
1. Attempt all question. All question carry equal marks.
2. Carry out the practical exercise(s) on the computer system. Save and take printout(s).
3. Don't put any identification mark (name, roll number, etc) concerning you in any answer of the question.

Q1.
  (a) Write the name of any two Search Engine.
  (b) Write the name of any two Web Browsers.
  (c) Write steps to create a folder name "UKPSC" and rename by "Haridwar".
  (d) What does GUI stand for?
  (e) Write the extension of the File Name's of MS Word and MS Excel.

Q2. Write the steps for performing the following text operation in MS Word.

"The State of Uttarakhand came into existence on 09th November, 2000 under the Reorganisation of Uttar Pradesh Act 2000. The Uttarakhand Public Service Commission was constituted under the provisions of the Article-315 of the Constitution of India by the Governor of Uttarakhand vide Notification No. 247/1-Karmik-2001 dated 14th March, 2001."

  (a) Bold and italic the word "Notification No. 247/1-Karmik-2001".
  (b) Change the font size to 20 for the word "Uttarakhand".
  (c) Insert an oval callouts and type "HELLO".
  (d) Insert the header with "symbol of dignity".
  (e) Align the paragraph left justified and spacing of three.

Q3. Perform the following file operation in MS Access.
  (a) Create a data base having following five city records.

City_Code	City_Name	City_Population
151	Haridwar	540
152	Dehradun	650
153	Almora	458
154	Pauri	456
155	Nainital	281

  (b) Insert a new field named as "Literacy_Rate_Percent" and fill records as per your choice.
  (c) Sort the records in ascending order on field "City_Population".
  (d) Change the record of City_Code >152 and City_Code <154 with 190 as City_code.
  (e) Search the records City_Population less than 450 and delete the same.

Q4. Create a MS Excel spreadsheet.

  (a) Enter any five records of fields with Emp_No, EMP_Name and Emp_Basic.
  (b) Calculate the new fields DA as 87% of Emp_Basic and HRA as 15% of Emp_Basic.
  (c) Calculate the column wise total of fields Emp_Basic, DA, and HRA.
  (d) Arrange the records in ascending order of "Emp_Basic".
  (e) Draw a pi chart on the basis of Emp_Basic, DA and HRA.

Q5. Create a slide of text given in Q2 sentence wise.
  (a) Add new slide having title "Public Commission" subtitle "UTTARAKHAND".
  (b) Make the word "India" in Vertical form.
  (c) Change the text Contents of all slides in Capital letter.
  (d) Insert the table of 6 rows and 8 columns in new slide.
  (e) Insert numbering in the slides.

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Q1. (a). Write the steps to copy a file from folder M to folder N at the Desktop.
    (b).Write the full form of "URL".
    (c). Write steps to access the Notepad.
    (d). Write down the steps to change the background of the monitor screen.
    (e). Write the name of any two web browsers.

Q2. (a). Create the blank table with 4 Rows and 4 coloums in MS-Word
    (b). Fill the following information in the above table:

Id.No	Name of District	No. of Judges	No. of Advocates
1	Dehradun	10	100
4	Haridwar	8	50
7	Pauri	5	25

    (c). Insert a new row between row no 2 and 3 with following information:

5	Tehri	4	20

    (d). Bold and Italic the contents of row having "Dehradun" as Name of District.
    (e). Add a new column in the above table with column name "District Judge" and Insert following details in that column:
        Row 2 - "ABC", Row 3 - "XYZ",   Row 4 - "PQR",   Row 5 - "MNO"

Q3. (a). Create a table in MS-ACCESS with following fields:
            Id_No (Number), Name_of_District (Text),   No_of_Judges (Number)
    (b).Insert the following information in the above table:

Id_No	Name_of_District	No_of_Judges
11	Nainital	14
8	Almora	6
4	US Nagar	9

    (c). Insert new field in the above table with field name "CJM" (Text)
    (d). Add following details in field "CJM": Row 2 - "A", Row 3 - "B",   Row 4 - "C".
    (e). Sort the records in ascending order with respect to the field "No_of_Judges".

Q4. Create a Powerpoint presentation having 4 slides.
    (a). Insert the contents of table as Q.2(b) in slide no 1.
    (b). Insert any Picture in slide no 2 from clipart.
    (c). Write a text "Uttrakhand" in circle in slide no 3.
    (d). Rotate the contents of slide no 3 by 180 degree in slide no 4.
    (e). Insert the bullets in slide no 1.

Q.5 (a). Create a spreadsheet in MS-Excel with following data.
            Name of District   No of Voter   Male Voter
    (b). Insert the following record in above spreadsheet

Champawat	4359	2876
Haridwar	5467	2345
Almora	6345	4356

    (c). Add a new column with column name "Female Voter" in above spreadsheet.
    (d). Find the number of female voters in each District using Excel feature.
    (e). Find the column-wise total number of male and female voters using Excel function.