

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.

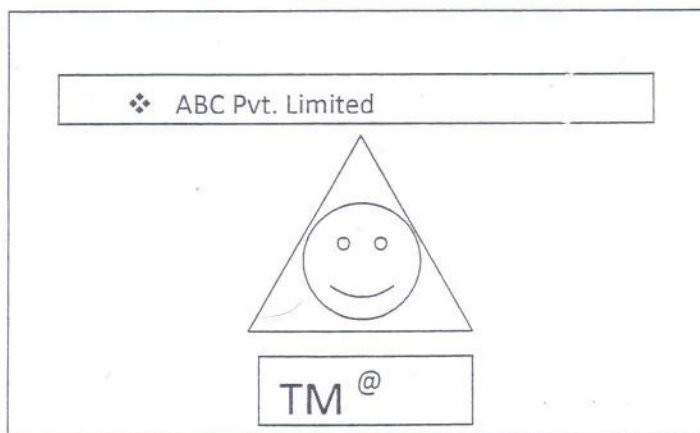
Q2. Create a spreadsheet in MS-Excel with following data. Calculate 'DA', 'HRA' and 'Total Salary' of each employee and then sort the records in descending order with respect to the field 'Total Salary'. Given that DA = 115% of Basic Salary, HRA = 40% of Basic Salary, and Total Salary = Basic Salary + 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
Shubham	B.Sc.	45

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 borders.

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):

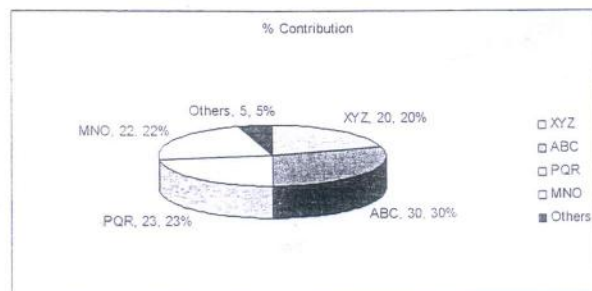
“Please *keep in mind* that the topic covered earlier has not been explained again. The topic is very easy in any field. The topic must be understood clearly and should be explained with examples such as  $E=mc^2$ .”

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:

