

II Paper
(Qualifying Nature)

Set-A

Research Officer Selection Examination 2017

Practical Examination on Basic Knowledge of Computer Operation

Time: 1 Hr.

Max. Marks: 100

Note:

1. Attempt all questions. All questions carry equal marks.
2. Write the answer of Q. No. 1 on the given answer sheet.
3. Perform the practical exercise(s) on the computer system for each part of Q. No. 2 to 5. Save the answers of each part of these questions (for taking printouts) as per the instructions given to you in the computer operation practical examination hall. Make suitable assumption(s) wherever required.
4. Do not put any identification marks (Roll No., Name etc.) concerning you in any answer of the questions.
5. For taking printouts using Print Scrn key for question number 3 and 4, press **Print Scrn** Key and paste(Ctrl + V) in a separate MS-Word document and take printout of document.

- Q1** (a) Write down the name of two primary memories and two secondary memories in computer system.
- (b) Write full form of URL and ISP.
- (c) Write down the name of any two antivirus softwares.
- (d) Write down the name of any four Internet search engines.
- (e) GUI and CLI stands for.....

- Q2** Create a file in MS-Word with name "Exam" and perform the following operations.

- (a) Insert a line "Dehradun is the capital of Uttarakhand" with "Dehradun" as Italic and Bold styles.
- (b) Insert a line "New Delhi is the capital of India" and Strikethrough this line.
- (c) Insert a new line $A^2 + B^2 = C^2$ after the above line.
- (d) Insert "My Examination" as footer and "My Work" as header in this file.
- (e) Insert an oval shape and write text "India" within it.

(Take Printout of above)

- Q3** (a) Create a Data base "Student" in MS-Access with fields Student_Name(Text), Student_id(Number), Date_Of_Birth(Date) and Marks(Number). Take a screen shot(using **Print Scrn** key) and get print out.
- (b) Insert the following records in "Student" table. Take a screen shot(using **Print Scrn** key) and get print out.

Student_Name	Student_id	Date_Of_Birth	Marks
X	1135	11/05/1981	182
Y	1131	10/08/1978	171
Z	1133	08/08/1979	174

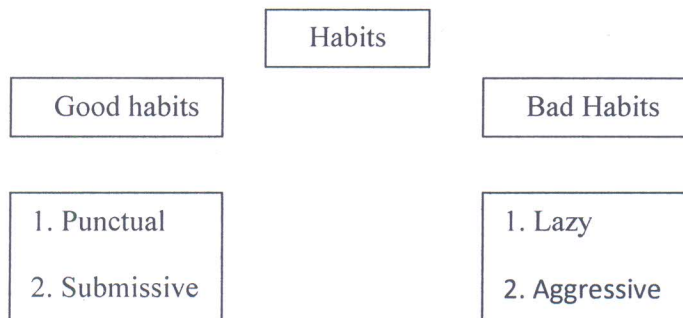
- (c) Sort the records with respect to the field 'Date_Of_Birth' in ascending order. Take a screen shot(using **Print Scrn** key) and get print out.
- (d) Insert a new field 'Gender(Text)' after the field 'Student_id' with values 'M', 'F', 'M' for 'Student_Name' X,Y,Z respectively. Take a screen shot(using **Print Scrn** key) and get print out.
- (e) Generate the report for the table "Student" sorted on field 'Marks' in descending order. Take printout of generated report.

Q4.(a) Create a Table “Report Card” in MS-Excel with following data .Take a screen shot(using *Print Scrn* key) and get print out.

Subject Name	Max Marks	Marks Obtained	Percentage
A	100	58	
B	80	42	
C	50	31	

- (b) Find out the percentage of each subject in ‘Percentage’ column using MS-Excel formula Take screen shot(using *Print Scrn* key) and get print out.
- (c) Find out the sum of ‘Max Marks’ and ‘Marks Obtained’ below their respective columns using MS-Excel formula. Take a screen shot(using *Print Scrn* key) and get print out.
- (d) Insert a column chart below the table between ‘Max Marks’ and ‘Marks Obtained’ for all three subjects of the above table. Take a screen shot(using *Print Scrn* key) and get print out.
- (e) Copy the table “Report Card” and paste it below the column chart, then sort the records with respect to the column ‘Percentage’ in ascending order. Take a screen shot(using *Print Scrn* key) and get print out.

Q5 (a) Create a slide in MS-PowerPoint using ‘Comparison’ layout with following data.



- (b) Insert a new slide.In this slide Insert a shape Triangle and write ‘India’ within Triangle.
- (c) Insert a new slide and write text “PSC Haridwar” using WordArt.
- (d) Insert a new slide and write text “My Work” using WordArt and Insert text “My Presentation” as Header.
- (e) Insert a new slide and add a picture from Clip Art.
- (Take Printouts of all 5 slides)