

Date - 09.01.2020

First session

Set A2

Uttarakhand Judicial Service Civil Judge (JD) Examination-2019 Practical Examination on Basic Knowledge of Computer Operation

Duration: 1 Hour

MM: 100

Note: Read the instructions carefully. Clear complete and precise answers are expected.

- 1) Attempt all Questions. All questions carry equal marks.
- 2) Write the answer of Question 1 on the given answer sheet. Perform the practical exercise(s) on computer system for each part of Q2 to Q5. Save the answer of each part of these questions (for taking printouts) as per the instructions given to you in the computer operation practical examination hall.
- 3) Take a snap shot of each part and print it wherever required.
- 4) Assumptions may be made wherever required by clearly stating them.
- 5) Do not write any identification marks (Roll number, Name etc.) concerning you, anywhere in the answer book.

Q. 1.

- a) What is an IP address? Explain its purpose using example.
- b) Write the steps to hide a file or folder in Windows.
- c) The extension of MS Word file is _____.
- d) Name any two websites and specify their use.
- e) Write the steps to find free storage space in C drive.

Q. 2. Take a snap shot of each part and print it.

- a) Create a M.S. Word file with the heading 'Uttarakhand Judicial Service' with Font size 14 and Font 'Times New Roman'.
- b) Set watermark 'Confidential' on the above file.
- c) Enter the following text in the above file and Justify the text:
This is my file for the Uttarakhand Judicial Service Exam.
- d) Highlight 'Uttarakhand Judicial Service Exam' in the above text.
- e) Change the Page Layout to Landscape in the above file.

Q.3. Take a snap shot of each part and print it.

Create a M.S. Excel spreadsheet as follows:

- a) Enter 'Record of Candidates' in the first cell. Merge and Center the text.
- b) Enter the following data in above spreadsheet:

Candidate_ID	Candidate_Name	Marks
001	ABC	55
002	DEF	70
003	GHI	65

- c) Display all borders for the cell 'Record of Candidates' in the above table.
- d) Enter 'These are records of the candidates' at the bottom of the table and Wrap the text entered.
- e) Make the text entered in (d) Bold and Italic.

Q.4. Take a snap shot of each part and print it.

- a) Create a M.S. Access table with following fields containing details of a Bank's records of customers:
ID(Autounumber), CustomerName(Text), AccountNumber(Number), Balance(Number)
- b) Change the table name to 'Customer Details'.
- c) Enter the following data in above table:

ID	CustomerName	AccountNumber	Balance
1	A	10001	1,000
2	B	10030	60,000
- d) Generate a report for the above table.
- e) Display Total number of records and average balance in the above table.

Q.5 Take a snap shot of each part and print it.

Using M.S. Powerpoint, perform the following:

- a) Enter 'Judicial Process' as the slide title. Format this using Word Art.
- b) Add Date and Time to the slide.
- c) Insert slide number on the slide.
- d) Insert Action Button to move to the next slide.
- e) Create following graphic in a slide:



