

Review Officer/ Assistant Review Officer Selection Examination 2016

Practical Examination on

“Basic Knowledge of Computer Operation”

Part- 1

(Qualifying Nature)

Time: 1 Hr.

Max. Marks: 100

Note:

1. Attempt All questions. All questions carry equal marks.
2. Perform the practical exercise(s) on computer system for each question. Save the answer of each question (for taking printout) as per instructions given to you in the computer operation practical examination hall. Make suitable assumptions, wherever required.
3. Do not put any identification marks (Roll Number, Name etc.) concerning you in any answer of the question.

Q1. Display Recycle Bin properties in Windows. Take a snap shot and print it.

Q2. Write following paragraph in MS-Word and get its Word Count information. Take a snap shot and print it.

A **computer** is a device that can be instructed to carry out sequences of arithmetic or logical operations automatically via computer programming. Modern computers have the ability to follow generalized sets of operations, called *programs*. These programs enable computers to perform an EXTREMELY WIDE RANGE OF TASKS.

Q3. Create following table in MS-Access and enable/apply data filter on the table to display Candidate Name whose percentage Equals to 90. Take a snap shot and print it.

Candidate Name	Percentage
AAA	66
XXX	90
YYY	99
ZZZ	80
EEE	90
TTT	76
XXX	90

Q4. Create following table in MS-Excel and format the information in Literate Income column of the table into number with 2 decimal places. Take snap shot and print it.

Name	Literate Income
UK	56000
UP	66000
HP	99000
MP	80000
WB	67000
Delhi	76000
Punjab	45000

Q5. Create MS-PowerPoint Presentation with following contents in first slide and apply Flow Theme on it. Take snap shot and print it.

Delhi

1. Delhi, India's capital territory, is a massive metropolitan area in the country's north.
2. In Old Delhi, a neighborhood dating to the 1600s, stands the imposing Mughal-era Red Fort, a symbol of India.
3. The sprawling Jama Masjid mosque, whose courtyard accommodates approximately 25,000 people.

