

**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.

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Q1. Display the AutoPlay properties in Windows and select “Take no action” option for pictures and videos. Take snap shot and print it.

Q2. Create a MS-Word file with following contents. Make first line bold, third word of second line italic, underline the fourth word of third line and place bullet in front of each line. Take snap shot and print it.

India is our country and I live in Uttrakhand.  
I am appearing in the examination today.  
Haridwar is a Holy place.

Q3. Create a table in MS-Access with the following contents. Sort on the MARKS SCORED in descending order and find the average of MARKS SCORED in the appropriate cell below the table using a formula. Take snap shot and print it.

SR.NO.	ROLL.NO.	STUDENT_NAME	MARKS SCORED
1.	001	AJAY	75
2.	002	SAMEER	83
3.	003	NIKUNJ	45
4.	004	ANIL	94
5.	005	ASLAM	45
6.	006	KIRITIKA	13

Q4. Create a work sheet in MS-Excel with the following contents. Get DA at the rate of 115% of Basic, HRA at the rate of 30% of Basic and the total salary (sum of Basic, DA and HRA) to be paid to each employee in TOTAL. Take snap shot and print it.

Employee Name	Basic	DA	HRA	TOTAL
ARTI	14000			
GANESH	15500			
SHREESH	14534			
AKRAM	12890			
SNEHA	20000			

Q5. Create a MS-PowerPoint presentation with following contents in first slide. Take snap shot and print it.



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Q1. Display Keyboard properties of your computer. Take snap shot and print it.

Q2. Create a file in MS-Word with following contents. Get Stacked Line chart based on the given table and insert it below the table. Take snap shot and print it.

Programme	Exam_Center_1	Exam_Center_2
MBA	8080	7070
MCA	9090	7800
BCA	5050	9000
BBA	8080	9090

Q3. Create following table in MS-Access. Display its Datasheet view. Take snap shot and print it.

Roll No	Name	Class	Percentage
1	aaa	MBA	90
2	xxx	MCA	78
3	bbb	BCA	90
4	uuu	MCA	99

Q4. Create the following table in MS-Excel. Get the yearly income using appropriate formula in the last column. Take snap shot showing the formula used and print it.

**ABC MANAGEMENT STUDIES**

**Institutional Area I, Rohini, New Delhi – 110085**

S.No	Name	Income Monthly	Yearly income
001	Ram	14000	
002	Dinesh	22000	
003	Suresh	13000	
004	Radha	9500	
005	Deepa	7500	

Q5. Create MS-PowerPoint Presentation with following contents in first slide. Apply Half Reflection, touching under Reflection of Shape Effects. Take snap shot and print it.

**OPERATING SYSTEM**

- Without its software, a computer is basically a lump of metal. With its software, a computer can store, process and retrieve information. Computer software can be roughly divided in to two categories: *System Programs* and the *Applications Programs*.
- The Operating System falls under the first category and controls all the resources of computer and provides the base for the applications program to be written by applications program developers.

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Q1. Display the Desktop Icons Settings window using Personalize properties of your computer. Take snap shot and print it.

Q2. Prepare a MS-Word file with the given contents .Take snap shot and print it.

ABC PVT. LIMITED				
Invoice#	231	Sales Rep.	80155	
Date	26/1/2010	Rep. Name	AAA	
Customer	XYZ, 1/54, BBB Road, Bangalore	Phone No.	0181-1234567	
		Fax	0181-7654824	
		Mail	abcde@gmail.com	
Category	Description	Qty	Price	Total
H/W	19" LCD	1	554.00	
S/W	MS-Office 2007	5	89.99	
S/W	Anti Virus	5	179.95	
FOR OFFICE USE ONLY				
Tax Payable			12% of total Invoice Amount	

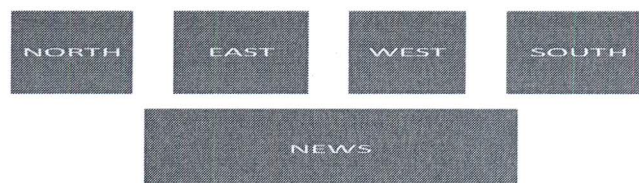
Q3. Create a data base in MS-Access in the given format. Generate the Split Form and get the information in this environment for the third record. Take snap shot and print it.

SNo	Emp_Id	Emp_Name	Salary
1	100	XYZ	12000
2	201	POR	12500
3	305	RST	9000
4	344	FGH	10500
5	505	DEF	11500

Q4. Create a table in MS-Excel with the following contents. Get total number of Online Applications and Offline Applications by using AutoSum and write the result below the last record in appropriate columns. Take snap shot and print it.

States	Online Applications	Offline Applications
Delhi	45620	45000
Haryana	45820	12600
Punjab	25000	13500
Maharashtra	35600	14800

Q5. Prepare a MS-PowerPoint presentation as given below. Add “I am a News Reporter” below the given figure in the same slide. Take snap shot and print it.



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Q1. Create a folder named as ‘UKPSC’ at the desktop of your computer. Get the view of desktop with ‘Small icons’. Take snap shot and print it.

Q2. Create a MS-Word file with the following contents. Make the word “INDIA” bold, convert the paragraph in Sentence case, justify the alignment of text and change the line spacing to Double. Take snap shot and print it.

INDIA IS THE COUNTRY OF RICH HERITAGE. OUR CULTURE AND RITUALS  
ARE WIDELY ACCEPTED AND SCIENTIFICALLY AND LOGICALLY ESTABLISHED. OUR  
HISTORY REFLECTS THE RICHNESS OF OUR SOCIO-ECONOMICAL AFFINITY.

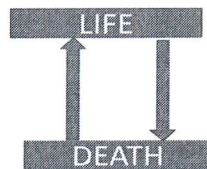
Q3. Create a data base in MS-Access with the following contents. Get the Average\_attendance by using suitable formula in a new column and arrange all the records in the descending order of Average\_attendance. Assume attendance of each subject is out of 95. Take snap shot showing the formula used and print it.

Roll.No.	Name	Attendance_Sub1	Attendance_Sub2	Attendance_Sub3
001	PQR	67	89	80
002	OPN	79	47	75
003	MXP	67	71	93
004	ABC	40	69	78

Q4. Create a worksheet in MS-Excel with the following contents. Compute the total marks (sum of marks in Subject1, Subject2 and Subject3) and percentage (in new column) of each student. Assume marks of subjects are out of 100. Take snap shot and print it.

Name	Gender	Subject 1	Subject 2	Subject 3
Neha Mishra	Female	52	53	26
Ankit Mehta	Male	74	83	92
HeenaManchanda	Female	25	35	42
PawanSinha	Male	42	24	41
SonakshiKashyap	Female	48	86	92

Q5. Make a MS- PowerPoint slide with the following contents. Add the footer “My First Slide” in the slide. Take snap shot and print it.



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Q1. Display the screen through which you can change the Theme of the desktop. Take snap shot and print it.

Q2. Create a file with following contents using MS-Word. Take snap shot and print it.

Uttarakhand	Health√	Safety√
<i>Uttarakhand</i>	<b>UTTARAKHAND</b>	
• <u>Uttarakhand</u>		
UttarakhandUttarakhand		

Q3. Create the following table using MS-Access. Given that the values in the field ‘ConstValSc’ are the scientific format representation of corresponding values in ‘ConstValNum’ field. Take snap shot and print it.

TopicID	TopicConst	ConstValNum	ConstValSc
1	A	1200	1.20E+03
2	B	1300	1.30E+03
3	C	1400	1.40E+03
4	D	1500	1.50E+03

Q4. Create the following table in MS-Excel and use appropriate function in empty cell in front of ‘Minimum Salary’ to find minimum of all values in column ‘Salary’. Take snap shot such that function used by you is visible and print it.

EmployeeID	Employee Name	Salary
1210	Emp1	12367
1211	Emp2	12478
1212	Emp3	17345
1213	Emp4	19234
1214	Emp5	18345
Minimum Salary		

Q5. Using MS-PowerPoint, create following slide with footer ‘Visit to Haridwar’ and slide number ‘1’. Take snap shot and print it.

## Visit Plan

Location	Fare	Remarks
Bus Stand	50	Reconsider it please
Rishikesh		
Other	40	

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Q1. Display **Connect to the Internet** window under the **Set up a new connection or network** in Windows. Take a snap shot and print it.

Q2. Write following paragraph in MS-Word and insert day and date (for example: Tuesday, January 04, 2016) in the Header of the page. Take a snap shot and print it.

The NATURAL ENVIRONMENT encompasses all **living and non-living** things occurring naturally, meaning in this case *not artificial*. The term is most often applied to the Earth or some p<sup>ar</sup>ts of the Earth.

Q3. Create following table in MS-Access and get the count of each column of the table using Total option under Record. Take a snap shot and print it.

Student	Paper 1	Paper2
Aaa	88	77
Bbb	99	78
Ccc	55	90
Ddd	88	99

Q4. Create following table in MS-Excel and get the sum of Copies and the count of Book Title in the above table using suitable formulae. Take snap shot showing the formulae used and print it.

Book Title	Copies
JAVA	5600
Computer Fundamental	6600
C	9900
Networking	8000

Q5. Create MS-PowerPoint Presentation with following contents in first slide and apply date in the Header of your slide. Take a snap shot and print it.

## UKPSC Haridwar

- Uttarakhand

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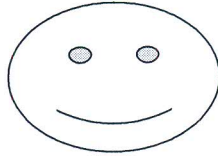
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Q1. Display the following mouse properties in Windows. Take a snap shot and print it.

Button configuration  
Double-click speed  
ClickLock

Q2. Create a file in MS-Word with the following contents. Take a snap shot and print it.

One should always be happy.



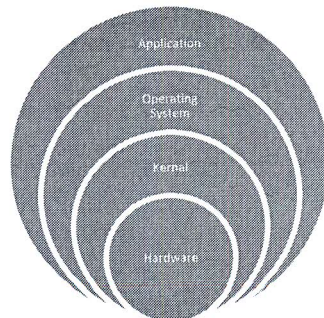
Q3. Create following table in MS-Access and create a basic report of the data of the table. Take a snap shot and print it.

Place	Visitor	Income
Delhi	5000	50000
Haridwar	7000	78000
Shimla	5500	9000
Nainital	3000	9900

Q4. Create following table in MS-Excel and enable/apply data filter on the table to display those students whose percentage is higher than 80. Take a snap shot and print it.

Name	Percentage
Aaa	56
Xxx	98
Yyy	99
Zzz	80
Eee	67
Ttt	76
Xxx	45

Q5. Create a MS-PowerPoint Presentation with the following contents in the first slide. Take a snap shot and print it.



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Q1. On your Microsoft Windows based system, display screen showing list of Programs and Features installed on the system. Take snap shot and print it.

Q2. Create a file with following contents using MS-Word. Take snap shot and print it.

I am resident of Dehardun. I want to keep my city clean. We should support authorities to keep the city clean. Cleanliness is necessary for living a **healthy life**. If you want to support the ‘CLEAN CITY’ drive, please email to [abc@xyz.com](mailto:abc@xyz.com). Also, we are running a ‘no corruption’ drive. We will meet tomorrow near Axe<sup>2</sup> Foods hotel.

Q3. Create the following table using MS-Access where ‘Total’ shows the sum of all values in field ‘FeeCollect’ by using appropriate feature of MS-Access. Take snap shot and print it.

FileNo	FeeCollect
1	134
2	134
3	148
4	176
<b>Total</b>	<b>592</b>

Q4. Create following table in MS-Excel. Take snap shot and print it.

Students detail of board	Name	College Name	Marks
	Indu	Sample college name1	78
	Vivek		56
	Jamal		89
	Rahman		45
	Varun	College 2	70

Q5. Using MS-PowerPoint, create following slide with footer as shown. Take snap shot and print it.

## Visitors

- **VIP**
  - Security1
- **Hotel1**
- **No Noise**
- **VVIP**
  - Security
- **Hotel2**
- **No Noise**

