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

Duration: 1 Hour

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(Autonumber), 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:

   ![Filing suit ➔ Trial ➔ Jury's Verdict ➔ Appeal]
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3) Take a snap shot of each part and print it wherever required.
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Q. 1.

a) Explain any two types of websites.
b) The extension of M.S. Excel file is ____________.
c) Write the steps of creating a shortcut of a folder in Windows.
d) Write the steps to create a password for a user in Windows.
e) Write down the steps of opening Notepad in Windows.

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

a) Create a document in M.S. Word with following text:
   Uttarakhand Judicial Service
   This is my text. Some points that I want to mention:
   1. A
   2. B
   3. C
b) Increase the Font size of ‘Uttarakhand Judicial Service’ to 14 and underline the text.
c) Center align the text ‘Uttarakhand Judicial Service’.
d) Create border of the above page.
e) Type some more text and represent the document in 2-column format.

Q. 3. Take a snap shot of each part and print it.
Create a M.S. Excel spreadsheet with following data:

<table>
<thead>
<tr>
<th>JudgeID</th>
<th>JudgeName</th>
<th>Number of cases handled</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>AAA</td>
<td>15</td>
</tr>
<tr>
<td>102</td>
<td>BBB</td>
<td>36</td>
</tr>
<tr>
<td>103</td>
<td>CCC</td>
<td>22</td>
</tr>
</tbody>
</table>

b) Find the Average number of cases handled by all the judges in the above spreadsheet.
c) From the above table, find the minimum and maximum number of cases handled.
d) Display a Pie chart indicating the number of cases handled by all the judges.
e) Sort the data in ascending order of Number of cases handled.
Q.4. Take a snapshot of each part and print it.
   a) Create a M.S. Access table with following fields:
      ID(Autonumber), Book_Title(text), Number_of_copies(Number).
   b) Change the table name to ‘Record_of_Books’.
   c) Enter the following data in the above table:
      | ID | Book_Title                  | Number_of_copies |
      |----|-----------------------------|------------------|
      | 1  | Understanding Judicial System | 100              |
      | 2  | Basics of Judiciary         | 68               |
   d) Create a Form for the above table and print it.
   e) Sort the above Table in ascending order of Number_of_copies.

Q.5. Take a snapshot of each part and print it.
   a) Create a M.S. Powerpoint presentation with the title ‘Uttarakhand’. Change the Background Style of the slide.
   b) Add a new slide and change its Layout to Two Content.
   c) On one side of the slide created in (b) add the following:
      Places to visit in Uttarakhand:
      ✓ Dehradun
      ✓ Mussoorie
   d) On the other side of the slide created in (b) add an image of your choice from the gallery.
   e) Insert slide numbers on all the slides.
Set B3

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Duration: 1 Hour  MM: 100

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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.

QNo.1
   a) How to change the display of the screen in Windows.
   b) Write full form of
      i) CPU          ii) HTTPS
   c) Name any two operating systems.
   d) Name the latest version of Internet Protocol.
   e) What are social networking sites?

Q2. Take a snap shot of each part and print it

Create the following MS WORD file:
i) Use of outside border (dotted)
ii) Color of border is black
iii) Writing of text as per given image
iv) Color of the text is Grey
v) Font type is Calibri and size=36

Q3. Take a snap shot of each part and print it
Consider the following data:

<table>
<thead>
<tr>
<th>RNo.</th>
<th>Student_Name</th>
<th>Test1</th>
<th>Test2</th>
<th>Test3</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>PQR</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>ABC</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>EFG</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>IJK</td>
<td>1</td>
<td>6</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

i) Create an MS EXCEL sheet of the above table
ii) Calculate the Average, using MS EXCEL function.
iii) Arrange the data in descending order on the column name: ‘RNo.’
iv) Draw a 3-D column chart for the columns ‘RNo.’ and ‘Average’.
v) Modify the Test1 marks of the ‘Student_Name’=PQR from 3 to 8 and recalculate the value in Average column

Q4. Take a snap shot of each part and print it
Consider the following student data in MS Access:

<table>
<thead>
<tr>
<th>RNo.</th>
<th>Name</th>
<th>Date_of_Birth</th>
<th>Chemistry</th>
<th>Max_Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>XYZ</td>
<td>19/02/2013</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>16</td>
<td>PQR</td>
<td>09/11/2002</td>
<td>35</td>
<td>50</td>
</tr>
<tr>
<td>23</td>
<td>LMN</td>
<td>05/11/2001</td>
<td>53</td>
<td>60</td>
</tr>
<tr>
<td>11</td>
<td>ABC</td>
<td>13/07/2003</td>
<td>70</td>
<td>100</td>
</tr>
</tbody>
</table>

i) Arrange the above data in ascending order on the field ‘RNo.’
ii) Using the MS Access features, display the total number of entries in the above table.
iii) Calculate the percentage of each row and display the result. (For Example, in the first row, the value should be 50 calculated by using the formula 15/30*100).
iv) Change the ‘Date_of_Birth’ format from 19/02/2013 (dd/mm/yyyy) to 02/19/2013(mm/dd/yyyy) and display it in the table.
v) Print(or display) a report of the above table.

Q5. Take a snap shot of each part and print it
Create a Power point presentation file with following instructions:

i) Create a slide and insert the following text with font size 36/Bold/Times New Roman
   HELLO EVERYONE

ii) Insert the date and time on the slide footer.

iii) Change the background color of the slide to blue color.

iv) Add new slide - with font size 36/Italics/Times New Roman/font color = grey
    Basics of Computing

v) Rotate the above text (Basics of Computing) by 270 degrees.
Set B2

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3) Take a snap shot of each part and print it wherever required.
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QNo.1
a) Write the steps to change the time of the system in Windows.
b) Telnet is an example of ....
c) Bill Gates is famous for ....
d) The term TCP/IP stands for ....
e) Name any two social networking sites.

Q2. Take a snap shot of each part and print it
Create the following MS WORD file:

HAPPY DIWALI
TO
Everyone

i) Design of Border
ii) Use of two columns
iii) Use of clip art
iv) Placing of the clip art in the centre of column
v) Typing of text
Q3. Take a snap shot of each part and print it
Consider the following data:

<table>
<thead>
<tr>
<th>Book Id</th>
<th>Book Name</th>
<th>Number of Copies</th>
<th>Author</th>
<th>Amount(INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>PQR</td>
<td>3</td>
<td>WW</td>
<td>52.65</td>
</tr>
<tr>
<td>102</td>
<td>ABC</td>
<td>7</td>
<td>XX</td>
<td>31.05</td>
</tr>
<tr>
<td>103</td>
<td>EFG</td>
<td>6</td>
<td>HH</td>
<td>15.85</td>
</tr>
<tr>
<td>104</td>
<td>IJK</td>
<td>1</td>
<td>HW</td>
<td>16.00</td>
</tr>
</tbody>
</table>

i) Create an MS EXCEL sheet of the above table
ii) Arrange the data in the alphabetic order based on the column name: ‘Author’.
iv) The ‘Book_Name’ by the ‘Author’ named XX has been changed to EKL
v) Find the total cost of the total books. (Multiplication of ‘Number_of_copies’ and ‘Amount(INR)’ gives the cost of a book).

Q4. Take a snap shot of each part and print it
Consider the following student data in MS Access:

<table>
<thead>
<tr>
<th>RNo.</th>
<th>Name</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>xyz</td>
<td>36</td>
<td>39</td>
</tr>
<tr>
<td>169</td>
<td>pqr</td>
<td>39</td>
<td>50</td>
</tr>
<tr>
<td>236</td>
<td>lmn</td>
<td>63</td>
<td>53</td>
</tr>
<tr>
<td>115</td>
<td>abc</td>
<td>33</td>
<td>70</td>
</tr>
</tbody>
</table>

i) Create a new field: ‘TOTAL’ and put the values by evaluating it as a sum of ‘Theory’ and ‘Practical’ fields.
ii) Arrange the above data in descending order on the field ‘RNo.’
iii) Update the name of the field ‘Theory’ to ‘Board_Marks.’
iv) Calculate the average of the ‘TOTAL’ field.
v) Generate a report of the above table in MS Access.

Q5. Take a snap shot of each part and print it
Create a Power point presentation file with following instructions:
i) Create a slide and insert the following text with font size 36/Bold/Times New Roman
HELLO
ii) Change the background color of the slide to grey.
iii) Insert the following table on the next slide

<table>
<thead>
<tr>
<th>NAME</th>
<th>COUNT1</th>
<th>COUNT2</th>
<th>COUNT3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>32</td>
<td>56</td>
<td>51</td>
</tr>
<tr>
<td>SDF</td>
<td>99</td>
<td>77</td>
<td>45</td>
</tr>
<tr>
<td>LMN</td>
<td>87</td>
<td>55</td>
<td>34</td>
</tr>
</tbody>
</table>

iv) Insert the line chart of the above table in the same slide (with ‘NAME’ on x-axis and ‘COUNT1’, ‘COUNT2’, ‘COUNT3’ values on y-axis).
v) Draw the following image on next slide.
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Q1. a) Write the name of two Email Service Providers.
b) Write down the full form of FTP.
c) Display the general properties of Local Disk(C:) Drive. Take a snapshot and print it.
d) Display processor information of the system in which you are working. Take a snapshot and print it.
e) Write the name of two Search Engine.

Q2. Take a snapshot of each part and print it.
a) Create a database table named 'Student' in MS-Access having following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Roll No</th>
<th>Name</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) Insert following three records in the above table of MS-Access.

- Roll No 01 Name AA Percentage 99
- Roll No 02 Name BB Percentage 89
- Roll No 03 Name CC Percentage 93

c) Sort the above 'Student' table in descending order of Percentage.

d) Insert new field named 'Total_Marks(Data Type: Number)' in the above table of MS-Access.
e) Display all records from the above MS-Access Table whose Percentage is greater than or equal to 95, using 'Number Filter'.

Q3. Take a snapshot of each part and print it.
a) Create a MS-Power Point presentation. Add 'Title Slide' and write the following text on it.
   "Uttar Pradesh Public Service Commission"
   "Haridwar, Uttar Pradesh"

b) Add the second blank 'Title and Contents' slide in the above MS-Power Point presentation.
c) Insert any 'Tringle in the third slide of above presentation.
d) Type the word ‘INDIA’ inside the the Tringle of third slide.
e) Insert ‘Date’ in each of the above slide.

Q4. Take a snapshot of each part and print it.
a) Create a Worksheet in MS-Excel named as 'Exam' having following data:

<table>
<thead>
<tr>
<th>Enrollment No</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>88</td>
</tr>
<tr>
<td>02</td>
<td>79</td>
</tr>
<tr>
<td>03</td>
<td>94</td>
</tr>
</tbody>
</table>

b) Find the average percentage in the above worksheet.
c) Arrange the above worksheet in the ascending order of percentage.
d) Prepare the 'clustered column' chart to display the percentage of the above work sheet.
e) Add a new record in the above worksheet.

Q5. Take a snapshot of each part and print it.
a) Create a file in MS-Word and write the following paragraph on it.
   Mission Chandrayaan-is the second lunar exploration mission developed by the Indian Space Research Organisation. The main scientific objective is to map and study the variations in lunar surface composition, as well as the location and abundance of lunar water.

b) Select the above paragraph and change its 'font style' as 'Italic'.
c) Set the alignment of the above paragraph as 'Justified'.
d) Apply Drop Cap on the above paragraph.
e) Display number of words in the above paragraph.
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Q. 1.

a) Write any two features of Windows, explaining advantages and utilities.
b) What is a Search engine? Name any two search engines.
c) Consider a website www.yahoo.com. Explain the significance of the components of the name of the website (www, yahoo and com).
d) Name the software company who developed Windows.
e) Write any two uses of the Internet.

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

a) Create a document with following text in M.S. Word:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details</th>
<th>Amount(INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Desktop Computers</td>
<td>10,00,000</td>
</tr>
<tr>
<td>2.</td>
<td>Laptops</td>
<td>50,00,000</td>
</tr>
</tbody>
</table>

b) Insert page number at the bottom right of the above document.
c) Left align Column 1 and 2 in the above table and right align the third column.
d) Make column heading (S.No, Details and Amount) Bold and Italic in the above table.
e) Insert a row in the above table indicating the total of the Amount column.

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

a) Create a table in MS Access with the following fields:
Roll_No(Number), Candidate_Name(Text), Subject1(Number), Subject2(Number)
b) Insert the following data in the table:

<table>
<thead>
<tr>
<th>Roll_No</th>
<th>Candidate_Name</th>
<th>Subject1</th>
<th>Subject2</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>ABC</td>
<td>50</td>
<td>72</td>
</tr>
<tr>
<td>102</td>
<td>DEF</td>
<td>84</td>
<td>90</td>
</tr>
<tr>
<td>103</td>
<td>GHI</td>
<td>79</td>
<td>48</td>
</tr>
</tbody>
</table>

c) Sort the above table in descending order of marks of Subject2.
d) Calculate and display the top two highest marks in Subject1 and Subject2 respectively.
e) Generate a Final Report for the above table after performing step (c).

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

a) Create following Worksheet in M.S. Excel:

<table>
<thead>
<tr>
<th>Employee_ID</th>
<th>Employee_Name</th>
<th>Basic_Pay</th>
<th>DA</th>
<th>HRA</th>
<th>Gross_Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Aaa</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456</td>
<td>Bbb</td>
<td>18,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>789</td>
<td>Ccc</td>
<td>16,500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) Calculate DA as 50% of Basic Pay and HRA as 15% of Basic Pay. Also calculate Gross Salary as sum of Basic Pay, DA and HRA.

c) Generate a Column Chart of the above table indicating Employee_ID on the X-axis and Gross Salary on the Y-axis. Enter ‘Employee Salary details’ as the Chart title.

d) Sort the data in above table in increasing order of Gross Salary.

e) Find the Average, Highest and Lowest Basic Pay of all the employees.

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

Create a M.S. Powerpoint presentation with following five slides:

a) Create a title slide with the caption ‘Uttarakhand: A Tourist destination’. Insert slide number on this slide.

b) In the second slide insert the following text:

Tourist places in Uttarakhand (Slide Title)
- Haridwar
- Dehradun
- Mussoorie

c) In the third slide add ‘About Haridwar’ as the slide title and add an image from the Gallery. Add animation to the slide and take a screen shot of the steps to add animation. Add this screen shot at the end of your presentation.

d) In the fourth slide add the following table:

<table>
<thead>
<tr>
<th>Mode of transport</th>
<th>Fare (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>1,000</td>
</tr>
<tr>
<td>Train</td>
<td>1,200</td>
</tr>
</tbody>
</table>

e) In the fifth slide display ‘Thank you for visiting Uttarakhand’. Display this text in Bold.