Practical Exam Question Paper Mahakali Zone
Assistant COMPUTER OPERATOR 2012

Visit http://icttrends.com for computer operator exam preparation

Q.1. Create following form in MS Word: [12 marks]

ICTTrends Prepare	Online Preparation		Assistant Computer Operator Exam	
Why?				
		S.No	Feature	Plan
		1	Online MCQ Quiz	Gold eCourse
		2	Downloads & User Questions	Gold eCourse
		3	Multiple Choice Question Bank	Free
ICT Trends	Exam Preparation Resource		Assistant Computer Operator	
Why?				
		SNO	Features	Plan
		1	Tips & Tricks	Free
		2	MCQ Bank	Free
		3	Latest Information and Notices	Free

a. Give suitable header and file location on the footer.

b. Draw double line page border and set A4 paper size with suitable margin.

2. Perform following task in Ms-Excel.   [12 marks]

ICT Trends Prepare Kathmandu,Nepal http://prepare.icttrends.com				
S.No.	2010	2011	Increase	Increase percent
1	343	213		
2	434	378		
3	343	375		
4	678	758		

a. Calculate the increase value using suitable formula
b. Calculate the increase percent
c. Draw the grid to the table
d. Draw a column diagram for the above table.

3. Make a table in access using following data. Enter any two suitable records in the table. [3 marks]

Field name	Data type
S. No .	Auto number(primary key)
Item	Text
Quantity	Number

4. Make power point presentation giving the introduction about your school in three slides. .   Give suitable animation.   [3 marks]