ICTrends

Public Service Commission
Computer Operator Practical Examination
Sample Set - 11

F.M.: 30   P.M.:15   Time: 30 Minutes

Attempt all of the following questions:

Create a folder on desktop and name it your symbol number. Save all of your files inside that folder.

Group A (Word Processing)

1. Enter following text and perform actions as asked: [10 marks]

Insert Tab

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Home Tab

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Document Theme

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

    a. Apply suitable heading style to the titles

    b. Apply one-and-half line spacing to the paragraphs with justified alignment

    c. Insert a table of contents at the beginning of document

    d. Enter 'Go to top' text at the end of document and configure in such a way that MS Word will jump to the Table of Contents if it is clicked.

    e. Convert headings into small caps.

Group B (Spreadsheet Calculation)

2. Enter following data in spreadsheet and perform as asked: [10 marks]

	A	B	C	D	E	F	G	H
1								
2								
3			Comp.	Sales Girls	Orders	Shipped	Queued	Tracked
4		ICT Trends Associates	Sunita	45	25			
5			Binika	41	28			
6			Kabita	34	22			
7			Manita	43	30			
8			Anita	38	16			
9								

a. Enter and format data as displayed above [4 marks]

b. Calculate Queued as the difference of Orders and Shipped [2 marks]

c. Assign Tracked as NOVA for those having more than 40 orders and less than 20 Queued. All others are ALMU. [2 marks]

d. Display Shipped for all the Sales Girls in 3D Column chart. [2 marks]

Group C (Database Management)

3. Create a table to store name, address, email address and mobile number of your friend. Then write a query so that it will display name and mobile number when user enters email address. [4 marks]

Group D (Presentation System)

4. Create a presentation with 3 slides. The first slide will contain title and subtitle. Second slide should contain title and a chart. The last slide will contain the text 'Thank You'. Apply 'Textured' slide design to the presentation. [2]

Group E (Website Design)

5. Write HTML code to create a webpage in following layout using framesets.   [3]

ICT Trends	
Prepare Computer Jobs Exams	
Menus: Gold Membership eCourse Membership Free Membership	Welcome to the ICT Trends. Hope it will be most useful to prepare your exam.
© ICT Trends 2012 | About | Contact Us | Disclaimer | Privacy Policy	

Public Service Commission
Computer Operator Practical Examination
Sample Set - 12

F.M.: 30   P.M.:15   Time: 30 Minutes

Attempt all of the following questions:

Create a folder on desktop and name it your symbol number. Save all of your files inside that folder.

Group A (Word Processing)

1. Create a document with following text and format as displayed: [10 marks]

ICT Trends is an effort to assist the candidates of Computer Operator exam

Gold membership in ICT Trends Prepare provides access to some of the exclusive content to help you prepare your Computer Jobs Examination. Unrestricted access to Downloads, MCQ Banks, Online Quiz and Online Text Books!

www.icttrends.com

a. Write following text as comment for ICT Trends Prepare of second line: http://prepare.icttrends.com

b. Apply shadow border to Computer Jobs Examination only.

Group B (Spreadsheet Calculation)

2. Enter following data in spreadsheet and perform as asked: [10 marks]

SN	EMP Code	Sales AMT	Commission	Earning	Tax	Net Earning
1	1001	5000				
2	1002	3800				
3	1003	4000				

a. Enter above data in Affiliate sheet in 2010 workbook [2 marks]

b. Calculate Commission as 7% of Sales AMT [1 marks]

c. Calculate Earning as sum of Sales AMT and Commission [1 marks]

d.   Calculate Tax as 13% of Earning for all Sales AMT equal or more than 4000. [2 marks]

e. Calculate Net Earning as the difference of Earning and Tax [1 marks]

f. Create a column chart showing Earning and Net Earning for each EMP Code. [3 marks]

Group C (Database Management)

3. Enter following in Access database and display in report the Name and Phone Number of all female employees. [4 marks]

EMP Code	FName	LName	Sex	Address	Phone Number
1001	Kabita	Krishnamurti	F	Pune, India	6473219
1002	Kripa	Rana	F	Baglung, Nepal	4532345
1003	Buddhi	Parajuli	M	Pokhara, Nepal	5433453
1004	Anjali	Gyawali	F	Kathmandu, Nepal	4321123
1005	Ram	Katawal	M	Parbat, Nepal	4566547

Group D (Presentation System)

4. Create a presentation to describe your village with 4 slides. Apply 2 seconds transition to every slides. [2 marks]

Group E (Website Design)

5. Create a HTML web page for a restaurant with three frames. The first frame will be horizontal on top displaying the name and address of restaurant. Second frame which is vertical on left will list the available food items. The third frame will be to the right of second frame and will display the introduction to the restaurant. Save your webpage in Restaurant folder inside your working folder. [3 marks]

Public Service Commission

Computer Operator Practical Examination
Sample Set - 13

F.M.: 30   P.M.:15   Time: 30 Minutes

Attempt all of the following questions:

Create a folder on desktop and name it your symbol number. Save all of your files inside that folder.

Group A (Word Processing)

1. Create a document with following text and carry out the tasks mentioned below: [10 marks]

   "Before starting, check that you are viewing this in Microsoft Word. If you left clicked on the link in your web browser to come here, you will be viewing this through Internet Explorer. You can check this by clicking on the Help menu and seeing if it lists either "About Microsoft Word" or "About Internet Explorer". If it says, "About Internet Explorer" you have opened this fine in the incorrect way, and so you can use the Back button on the browser to go back and download the document in the correct way. If it says "About Microsoft Word", you've done it correctly – carry on."

   a. The left and right margins are to be brought in by 1.2cm and 2.4cm respectively

   b. Indent the first line by a further 1 cm

   c. Align the paragraph to the right hand side of the page.

   d. Apply double line border at the top and bottom and single line border on left and right of paragraph.

   e. Change all Microsoft of paragraph in MS.

Group B (Spreadsheet Calculation)

2. Create a line chart from following data: [10 marks]

Product	January	February	March	April	May	June
Platinum	7000					
Gold	2002					
Silver	3003					

   Fill up the blank cells with following information:

   a. The quantity of Platinum and Silver was increased by 20% in February and March.

   b. The quantity of Platinum is decreased by 5% in April and 4% increment in May and June

   c. The quantity of Gold was steadily increasing by 3% in every months

   d. The quantity of Silver was decreased by 2% in April, May and June

Group C (Database Management)

3. Create a Hospital database and following tables in it: [4 marks]
   Patient: PatientID, Name, Address, DateOfBirth, DoctorID
   Doctor: DoctorID, Name, Address, JoinDate
   Treatment: TreatmentID, DoctorID, PatientID
   Medicine: MedicineID, Description, DoctorID, TreatmentID, PatientID

   Create suitable relationship between those tables.

Group D (Presentation System)

4. Create a presentation for a teacher to present in his class about Computer Generations. The presentation should contain 5 slides, one for each generation. The text should appear flying in when slide show. [2 marks]

Group E (Website Design)

5. Write HTML code in notepad to perform following tasks. [3 marks]
   a. Display 'ICT Trends' moving alternating in width of web page
   b. Display 'Exam Preparation Sessions' in heading 3 format.
   c. Display following text as square bulleted list:
      - ICT Trends Prepare
      - ICT Trends Forum
      - ICT Trends Downloads
      - ICT Trends Videos

Public Service Commission
Computer Operator Practical Examination
Sample Set - 14

F.M.: 30   P.M.:15   Time: 30 Minutes

Attempt all of the following questions:

Create a folder on desktop and name it your symbol number. Save all of your files inside that folder.

Q1. **Design in MS Word.**
   a)   Crate Page 1 and 2 in Portrait
   b)   Crate Page 3 Landscape
   c)   And 4 and 5 in A4 Portrait.

   Make this Table in Page no 2.

PSC	PSC			PSC
	1	2	3	

   Use Header and Footer in every page.

Q2. **Calculate the Increment using by excel.**

   A Trading company distributes incentive salary to the staff 25000/- because of company boomed up.

SN	Designation	Before Increment
1	CEO	198000/-
2	Manager	150000/-
3	....	....
4	....	....
5	....	....

   Calculate the increment Salary
   • Calculate the Percentage
     (After increment Salary – Before Increment Salary)/Before Increment Salary *100
   • Show the percent in pie chart view.

Q3. Crate two Table one where Employee ID and Name and make next table where Employee ID, Address and Salary. Enter the 3 records using form and Show the employee id, Name and salary and print this report whose Salary is more than 12000/-

Q4. **Make Three slide in Power Point**
   Information System……..
   Prepared by………………..
   Scope of Information System:
   • (write long sentence in second Slide using Bullets)
     Feature of Information System:
   • (write long sentence in Third Slide using Bullets)

   a)   All Slides must Play automatically within 10 sec.
   b)   All Text will fly Top to Right Transition.

Q5. Make a Frame-set webpage using by Notepad.

Frame 1	
Frame 2	Frame 3

Public Service Commission

Computer Operator Practical Examination
Sample Set - 15

F.M.: 30   P.M.:15   Time: 30 Minutes

Attempt all of the following questions:

Create a folder on desktop and name it your symbol number. Save all of your files inside that folder.

Group A (Word Processing)

1. Create a document with following text and carry out the tasks mentioned below: [10 marks]

तपाईको सफलताको एक अंग बन्न पाऊँदा गर्भान्वित

ICT Trends Prepare!

<div align="right">

कलंकी, काठमाडौं
http://www.icttrends.com
मिति: २०६९।०८।१७
</div>

पत्र संख्या: ....

श्रीमान् प्रबन्धकज्यू
इन्फोसिस डिस्ट्रीब्युटर्स
पुतलीसडक, काठमाडौं ।

<div align="center">

विषय: *सामान उपलब्ध गराइदिनुहुन ।*
</div>

उपरोक्त समबन्धमा यस ICT Trends Prepare लाई तपसिल बमोजिका सामानहरु आवश्यक रहेकोले यथाशक्य छिटो उपलब्ध गराइदिनु हुन अनुरोध छ । ढुवानी पश्चात् बील भुक्तानीको निम्ति बिल पेश गर्नुहोला ।

तपसिल:

१.	EP 26 Toner कालो	१०००० थान
२.	USB Splitter ४ पोर्ट	८० थान
३.	८ जि बी Kingston Pen Drive	१००० थान

<div align="right">

Administrator
(सुरेश खनाल)
</div>

   a. Set top margin by 3 cms and all other sides 2 cms.

Group B (Spreadsheet Calculation)

2. Enter following data in Excel worksheet: [10 marks]

Product	Date	Qty	Rate	Disc %	Amount
USB Extension		150	186	7	
Pen Drive		300	1600	12	
Memory Sticks		500	668	7	

Fill up the blank cells with following information:

a. Display current system date in Date column in YMD format such as 13 Oct 2012

b. Format the Rate column with one decimal digit and currency such as Rs. 186.0

c. Calculate Amount for each row

Group C (Database Management)

3. Make an Employee table in Access database with following fields and apply Primary key to a suitable filed: [4 marks]
    Employee: FName, LName, Address, DateOfBirth, Department, Designation, CitizenshipNumber

    Create a form to enter records. Similarly, create a query to display the record when citizenship number is entered.

Group D (Presentation System)

4. Create a presentation to introduce Public Service Commission. Make slides to change in every 2 seconds automatically. Display slide number at the top right corner in every slide. [2 marks]

Group E (Website Design)

5. Write HTML code in notepad create following list. [3 marks]
    1. Gold Membership
        i. Downloads
        ii. Online Quiz
    2. eCourse Membership
        i. Session eMails
        ii. Online Text Books
    3. Free Membership
        i. User Question Forum
        ii. Public Content

Insert hyperlink to http://prepare.icttrends.com/order on Gold Membership. Insert a picture at the end of web page.