



Public Service Commission

# Computer Operator Examination

## Practical Examination

### Sample Set - 01

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.*

#### **A. Perform following tasks in MS Word [10 marks]**

1. Enter following text in MS Word document and save it as Word\_YourSymbolNumber in your folder. [2]

The most basic technology in a computer has changed radically in just the last 50 years, with whole new industries being born as a result.

The 1<sup>st</sup> generation of computers in the 1930's and 40's use vacuum tubes. Transistors ran the 2<sup>nd</sup> generation of computers, starting in 1958. Microchips came along in 1964, just 6 years later, to found the 3<sup>rd</sup> generation of computers. In 1970 the 4<sup>th</sup> generation had many more circuits per chip and the chips were programmable. Computers are still based on microchips but who can count the generations now?

Computer software shows the same breathless rush to reinvent itself. Early computers had to have programs written just for that computer. In 1980 (just the other day!) Bill Gates developed MS-DOS to operate IBM's 1<sup>st</sup> personal computer. Ten years later in 1990 Windows 3.0 with its graphical interface was released, and become an instant success.

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2. Create drop cap for first paragraph. Drop it 2 lines down with 'Algerian' font and there should be 0.4" space between dropped character and paragraph. [1]

3. Present second paragraph in three columns with a line between each columns. The first and third columns will be 1" wide and the second column is 4" [2]

4. Apply gray color background and double line boarder around third paragraph. Border line should be of blue color and 1½ thick. [2]

5. Justify third paragraph and apply 2" indent from left and right. [1]

6. Enter "History of Computer Technology" as header and Enter following footnote for the underlined word of third paragraph: [2]

Early programming languages were machine dependent.

**B. Perform following tasks in Excel. [10 marks]**

1. Enter following data in your worksheet and save it as Excel\_YourSymbolNumber in your folder in desktop. [2]

Loan Amount	135000
Loan Duration in Years	7
Rate	
Interest	

2. Enter formula for the rate so that it will be 14% if Loan Duration is less than 5 years and Loan Amount is more than one lacks, otherwise it should be 8% [2]

3. Calculate Interest = Loan Amount x Loan Duration x Rate / 100 [1]

4. Change the value of Loan Duration as necessary to get 80000 in Interest. [2]

5. Apply thick line boarder around the table and single thin line for the inner lines. [1]

6. Enter "Interest Calculation" as header and set page number at the bottom center of page. [2]

**C. Perform following database tasks [4 marks]**

1. Create a new database and name it Database\_YourSymbolNumber. Create following tables with given field names and appropriate field types: [2]

Students: StudID, StudName, StudAddress, StudFather

Fees: FeesID, StudID, FeesMonth, FeesAmt, FeesDate

2. Set StudID field of Fees table so that it will display drop down box with Student's Name when entering data. [1]

3. Create a query to display FeesDate, StudName, FeesMonth and FeesAmt [1]

**D. Perform following tasks in PowerPoint [3]**

1. Create a slide with following text and save it as PowerPoint\_YourSymbolNumber: [2]

Computer Generations

- First Generation
- Second Generation
- Third Generation
- Fourth Generation
- Fifth Generation

2. Apply custom animation so that those five generations will appear flying in. [1]

**E. Write HTML code in notepad to create following web page. Save the file as HTML\_YourSymbolNumber in your folder: [3 marks]**

1. Create a scrolling text "ICT Trends Computer Operator Exam Preparation" at the top of web page. [1]

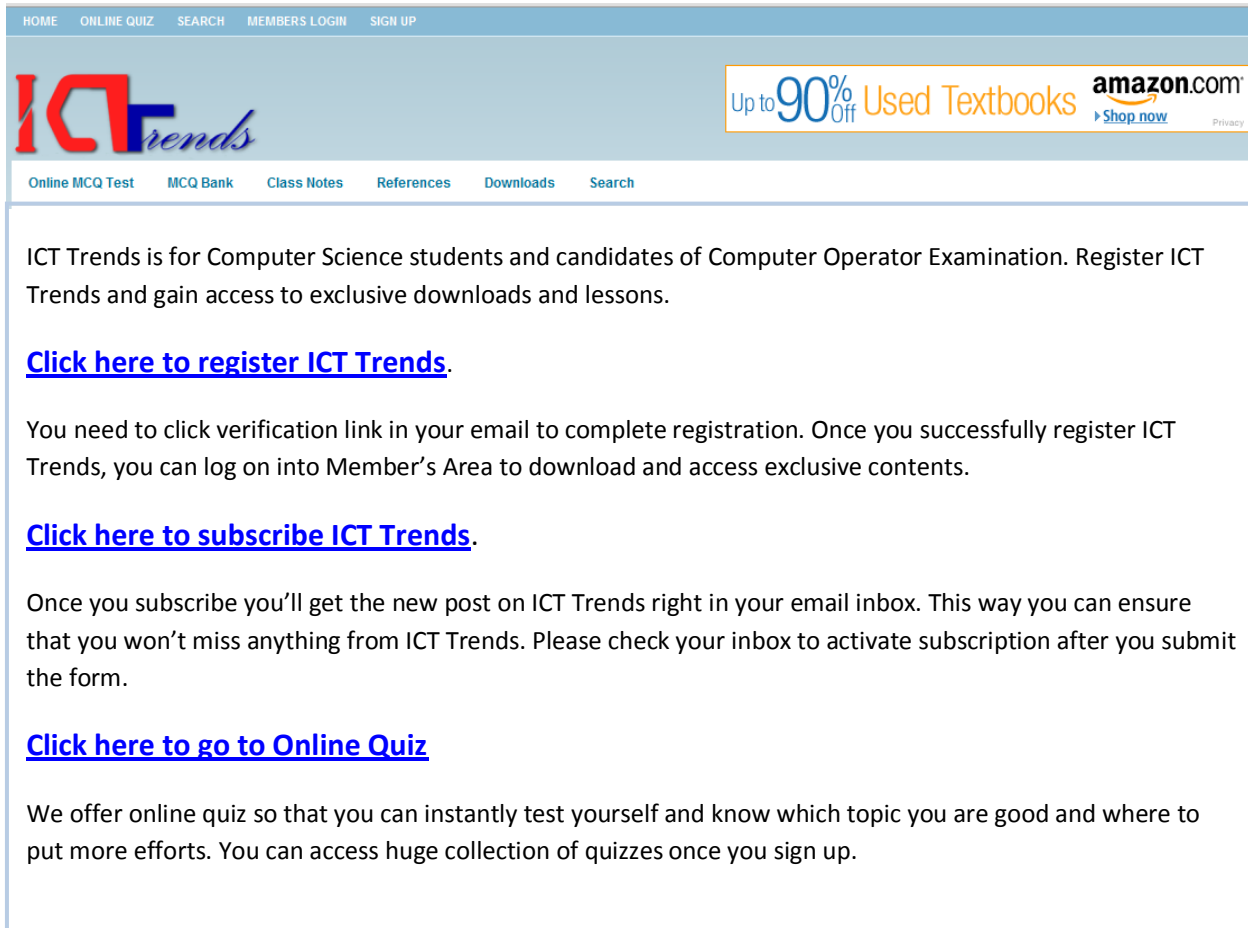
2. Display any image in 400 x 300 pixel below the scrolling text. [1]

3. Display following text below the image [1]

### Computer Generations

- First
- Second
- Third
- Fourth
- Fifth

----- Best of Luck -----



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Public Service Commission

# Computer Operator Examination

## Practical Examination

### Sample Set - 02

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.

#### A. Perform tasks as instructed below [10 marks]

1. Create a document "students" with following table structure and insert 5 records: [2]

SNO	Title	Name	Father	Address	Course	startedDate	endDate	Issue
1	Mr	Bikal K.C.	Bibekananda K.C.	Paknajol – 15 Kathmandu	Advance Diploma in Web Technologies	10 February 2009	13 February 2010	15 February 2010

2. Design following certificate in a new document "certificate" and create certificates for all the students of "student" as a new file "allCertificates". [4+4]

<h1>ICT Trends</h1> <p>Kalanki, Kathmandu</p>	
<p><i>This is to certify that &lt;&lt;title&gt;&gt; &lt;&lt;Name&gt;&gt; S/o &lt;&lt;Father&gt;&gt; permanent resident of &lt;&lt;address&gt;&gt; has successfully completed the course "&lt;&lt;course&gt;&gt;"</i></p>	
<p><i>Duration of course: &lt;&lt;started Date&gt;&gt; to &lt;&lt;end Date&gt;&gt;</i></p>	
_____ Instructor	_____ CEO
Issue Date: <<Issue>>	

**B. Perform following spreadsheet tasks [10 marks]**

1. Create a bar chart with following data in Sheet 1: [5]

Chart Title: "Crop Production on 2005 – 2010"

X – Axis: Year

Y – Axis: Production

Table:

	2005	2006	2007	2008	2009	2010
Rice	3476	3485	3488	3490	3499	3500
Wheat	3000	3200	3500	3700	3900	4300
Maize	2854	2967	3087	3154	3223	3410
Barley	4000	3800	4200	4500	4800	4000

2. Calculate commission for following data in Sheet 2: [3 + 2]

SNO	Product	Cost Price	Selling Price	Commission Percentage	Commission Amount
1	Makita Hand Drill 3420	\$3,000.00	\$4,200.00		
2	Philips Steam Iron PS243	\$300.00	\$385.00		
3	Soni Camcorder SC331	\$1,200.00	\$1,800.00		

Commission is 7% for all (Selling Price – Cost Price) is more than \$500, otherwise it is 4%.  
Commission Amount is calculated as Commission Percentage of Cost Price.

**C. Create a table "marks" in database "exam" with following fields. Add at least 3 records in table. [2]**

MarksID, English, Nepali, Maths, Science,

**Create a query to display MarksID, Total, Percentage [2]**

**D. Create a presentation file with 5 slides. Apply transition effect and slide advances in every two seconds automatically. [3 marks]**

**E. Create following table writing HTML code [3 marks]**

City	Population	
	Male	Female
Bhokumbas	34000	3600
Prolipitus	43000	<u>4000</u>
St.Florence	64500	6400



Public Service Commission

# Computer Operator Examination

## Practical Examination

### Sample Set - 03

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.*

#### A. Perform following tasks in MS Word [10 marks]

1. Design following identity card and save the file as "QA1". [5]

<b>ICTTrends</b>	
Kalanki, Kathmandu	
Name: _____	
Post: _____	
Dept: _____	Desig: _____
Citizenship No _____	
_____	_____
Employee's Signature	Authorized Signature
Issue Date: October 3, 2011	

2. Create a new document with 5 pages. The first two pages should be A4 sized in Portrait orientation. The third and fourth pages are 6 x 4 inch in landscape orientation. The fifth page should be A4 sized in portrait orientation. Save the file as "QA2". [2]

3. Create a new document named "QA3" and save it with following text: [3]

**बाबुरामका कुरा हावादारी : नेपाल**

पर्वप्रधानमन्त्री एवं नेकपा एमालेका बरिष्ठ नेता  
माधवकुमार नेपालले आर्थिक विकासका सवालमा  
शान्ति र संविधानको महत्वपूर्ण योगदान हुने

भएकाले सबैले आफ्नो ठाउँबाट इमान्दारिताका साथ  
लाग्नुपर्ने धारणा व्यक्त गरेका छन् ।

## B. Perform following tasks in Excel. [10 marks]

1. Enter following data in your worksheet and calculate values for empty cells. Save the file as "QB1". [5]

क्रम संख्या	नाम थर	संकेत नंबर	आ.व. २०६५-६६	आ.व. २०६६-६७	आ.व. २०६७-६८	कूल	औसत
१	पदमप्रसाद कोइराला	१३७९२	९८.२२	९९	९८.८९		
२	कमलराज दाहाल	३४१३	१००	९९.२	१००		
३	रामबाबु भट्टराई	२४१३५	९३.६	९७	९९		

2. On the worksheet of No 1, Configure the settings so that the marks in third, fourth and fifth column will be automatically displayed in red color when they are less than 99. [2]

3. Create a line chart to show the increasing or decreasing trend in share market in Sheet 2 of "QB1" file. [3]

Organization	First Week	Second Week	Third Week	Fourth Week
Bank of Kathmandu	235	255	312	200
Everest Bank	110	150	180	212
Sanima Bank	300	235	200	220

Create lines for each bank in different color and show the index to indicate which color is for which bank.

## C. Perform following database tasks [4 marks]

1. Create "marks" table in "QC1" database with following fields: [1]

Marks: MarksID, StudentName, Class, Eng, Nep,Mat, Sci

2. Create a form to enter marks in "marks" table. It should be displaying Total, Percentage, Result and Division at the bottom that updates when you enter marks for different subjects. [2]

3. Create a query to display StudentName, Total Marks and Division [1]

## D. Perform following tasks in PowerPoint [3]

1. Create a presentation with gradient blue color filled in slide background. The content of slides will be as follows: [3]

Enter the title "Production in 2010" and place a 2D bar chart below the title based on following data:

	Bearing	Crone	Chasis
First Qtr	4.3	2.4	2
Second Qtr	2.5	4.4	2
Third Qtr	3.5	1.8	3
Fourth Qtr	4.5	2.8	5

E. Write HTML code in notepad to create following web page. Save the file as QE1 in your folder: [3 marks]

ICT Trends	
Insert any image in this position	<ul style="list-style-type: none"><li>• Online Quizes</li><li>• Class Notes</li><li>• MCQ Banks</li><li>• Old Question Collection</li><li>• Tips and Guidelines</li></ul>
An Aid to Prepare Computer Operator Exam	

ICT Trends on the first row must be Heading 1. The text on the last row must be scrolling. The image must hold a hyperlink to go to <http://icttrends.com> when clicked.



Public Service Commission

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## Practical Examination

### Sample Set - 04

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.*

**1. Enter following text and solve the following questions, then save the file as "QA1". [10]**

Types of Computers

There are different types of computer systems nowadays for different purpose according to the user needs. However we can classify them into different groups based on different aspects:

Based on Size

We can find four different type of computers based on size.

Super Computers

These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly.

Mainframe Computers

These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run maximum number of applications at one time.

Mini Computers

These are medium sized computers – smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations.

Micro Computers

Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support single person, they are often called personal computers (PCs).

- a. Insert a table of contents at the beginning of document.
- b. Insert following text as footnote for the phrase "Based on Size"  
Computers can be classified with respect to the different aspects such as Brand, Application, Model etc. Size is one aspect.



- c. Insert “Fundamentals of Computers” and current date as header. Supply footer with page number and total number of pages.
- d. Apply thin single line as bottom border for all headings.

**2. Perform following tasks in Excel. [10 marks]**

**Create a suitable pie chart to convey the following message: [3]**

There are 28 students in a class. 10 are freshmen, 8 sophomores, 4 juniors, and 1 senior. 5 people did not answer the question.

**Create the following table and calculate ‘Final Grade’ as the average of four exams. Award ‘Letter Grade’ A, B, C or D based on Final Grade is above 90, 70, 60 or below 60 respectively. Alphabetize the list. Plot a bar chart of Final Grade. [7]**

Name	Exam 1	Exam 2	Exam 3	Final	Final Grade	Letter Grade
Washington, Adam	80	88	87	94		
Stewart, Olive	99	92	96	100		
Danforth, Elsie	85	99	82	95		
Elton, Roger	56	76	74	70		
Banks, Michael	45	35	56	60		
Chau, Lisa	100	90	95	100		
McDonald, Wendy	75	88	97	89		
Renfrew, William	90	90	85	89		

**3. Create following table in “QC” database with given fields. Enter at least 3 records: [2]**

Items: itmID, itmDesc, itmPrice

Purchase: purID, purDate, purQty, itmID

**Create “Inventory Details” report to list Purchase Date, Item Description, Purchase Quantity and Item Price. [2]**

**4. Create a presentation with 10 slides. Edit master slide to display your symbol number at the top right corner of every slide. Write “ICT Trends Preparation for PSC Exam” as notes for second slide. Apply random transaction to all the slides. [3]**

**5. Write HTML code in notepad to perform following tasks:**

Create two html files. On the first file make the text “ICT Trends Computer Operator Preparation” scroll. Create link on that scrolling text so that it will take you to the second file if clicked. Display a picture on second file and it should go to the first file if the picture is clicked. [3 marks]



Public Service Commission

# Computer Operator Examination

## Practical Examination

### Sample Set - 05

F.M.: 30

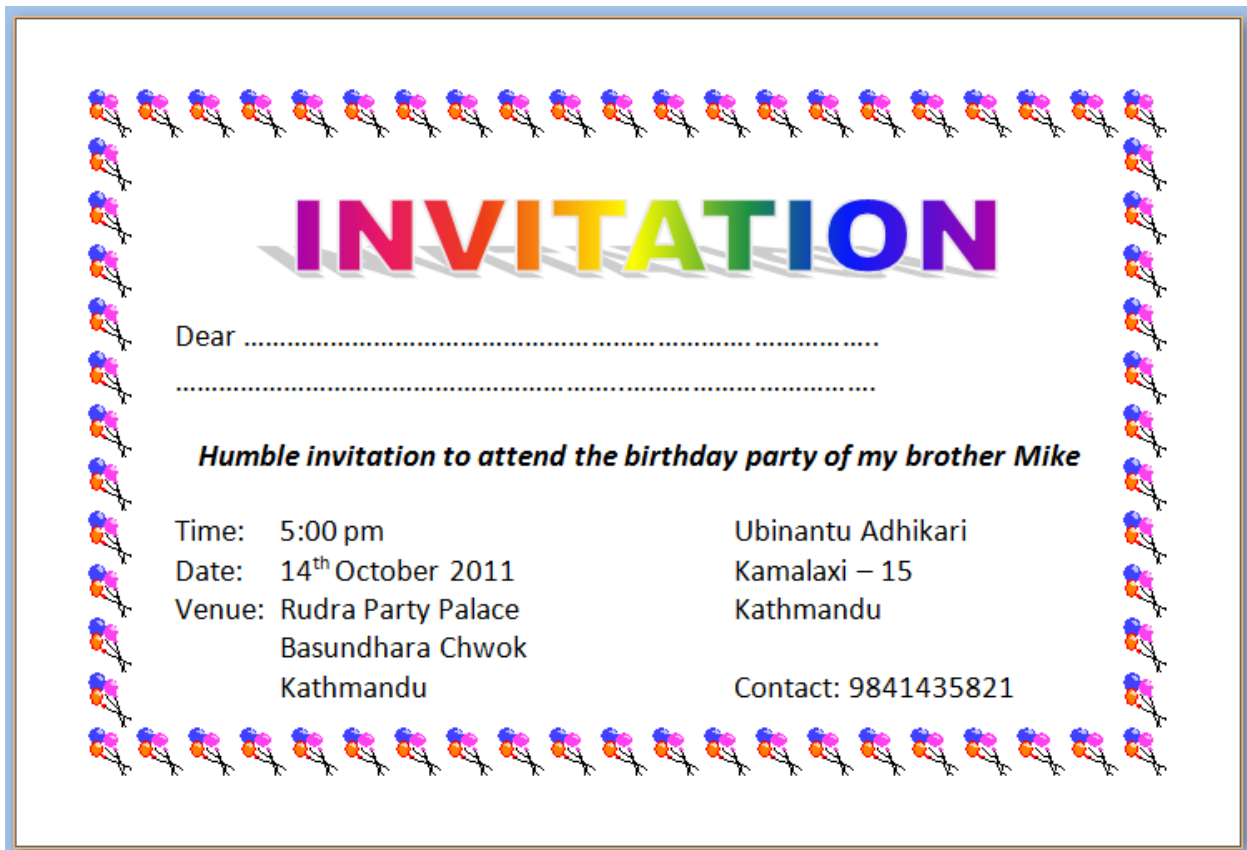
P.M.:15

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.*

**1. Make a list of your 10 best friends and use mail merge to send invitation card to all of them. The design of invitation card should be as follow:. [10]**



**Note: The size of paper is 6 x 4 inches in landscape orientation with 0.5" margin all around.**

2. Prepare following salary sheet. Apply formula to calculate the blank cells. [2 + 6 + 2 = 10 marks]

Emp No	Name	Designation	Department	Bsal	TA	DA	HRA	PF	IT	CIF	Gsal	Tded	Npay
1001	Bikash Pancholi	MNGR	ADMIN	18000	3600	3600	1800	1800	3510	1800	27000	7110	19890
1002	Aman Adhikari	ACCT	ACCONT										
1003	Kapil Kafley	TYPS	ADMIN										
1004	Madan Maskey	TYPS	ADMIN										
1005	Jeeven Ji Shah	ACCT	ACCONT										

**Note: Calculate as following criteria**

Basic        18000 for MNGR, 15000 for ACCT and 1400 for TYPS  
 TA and DA   20% of BASIC  
 HRA         10% of Bsal for MNGR  
 PF          10% of Bsal  
 IT          13% of Gsal if it Gsal is more than 20000  
 CIF         10% of Bsal  
 Gsal        Sum of Bsal, TA, DA, HRA  
 Tded        Sum of PF, IT, CIF  
 Npay        Difference of Gsal and Tded

**Insert following Notes on the cell where Madan Maskey is entered:**

*Appointed on 03 October 2011 as per Contract CCE301.*

3. Create following tables in "ictPrac" database with given fields. Establish suitable relationship between the two tables. [2]

Items: itmID, itmDesc, itmPrice

Purchase: purID, purDate, purQty, itmID

**Write a query to list Purchase Date, Item Description, Item Price and Purchase Quantity. [2]**

**4. Create a presentation with 3 slides to give introduction to where you live. Set the auto timing to show for 1 second, 3 seconds and 1 second for first, second and third slide respectively. Show the slide numbers at the bottom right of each slide. [3]**

**5. Write HTML code in notepad to perform following tasks:**

Create a table 3 x 2 with no border. Insert an image in first cell and link the image to open <http://icttrends.com> when clicked. Write your symbol number in second cell and "PSC" in third cell. Merge all the 3 cells of second row and display scrolling text "Computer Operator Examination" in that merged cell. [3 marks]

----- Best of Luck -----

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