Public Service Commission
Computer Operator Practical Examination
Sample Set - 06

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 9 pages and insert page numbers. The first three pages should be numbers 1, 2, 3; the next three pages should be numbered a, b, c and the last 3 pages be i, ii, iii [4]
2. Apply tab setting to create following text: [4]

	Name	Address	Amount	
1.	Raju Rimal	Lamapati, Lagankhel	$235.653	
2.	Madan Manandhar	Battishputali, Kathmandu	$14.3	
3.	Suresh Khanal	Sunakothi, Lalitpur	$4532.83	
4.	Aman Maharjan	Nayabazar, Kathmandu	4.243	
		TOTAL	$4787.026	

3. Insert hyperlink on 'Suresh Khanal' of question number 2 so that it will open http://facebook.com/shkhanal when clicked. [2]

Group B (Spreadsheet Calculation)

4. Enter following data in a sheet named 1990 [2]

Product	Production
Rice	5000
Wheat	4800
Maize	5200
Barley	4500

    Enter following data in a sheet named 1991

Product	Production
Rice	3000
Wheat	2800
Maize	4500
Barley	2000

    Enter following data in a sheet named 1992

Product	Production
Rice	4000
Wheat	3600
Maize	4200
Barley	2800

5. Consolidate the sheets 1990, 1991 and 1992 using Sum function. [4]
6. Created a bar chart to display consolidated data and enter chart title: Crop Production of Three Years. [4]

Composed by Suresh Khanal for www.icttrends.com

Group C (Database Management)

7. Create SALES table in new database named ICTTrends [2]
    Sales: SalesID, Affiliate, Product, SalesQty, SalesRate, Commission, Tax
8. Create a query to display Affiliate and Earnings. Earnings is calculated as follows: [2]
    Earnings = (SalesQty * SalesRate) + Commission - Tax

Group D (Presentation System)

9. Create a presentation with following specification: [1]
First Slide: Display exam center and your symbol number
Second Slide: Type Illustration as title and insert a picture
Third Slide: Display 'Thank You'
10. Draw spiral motion path and animate the picture in second slide. [2]

Group E (Website Design)

11. Write HTML code to create following web page: [3]

ICT Trends Exam Preparation

Computer Operator Exam	
Year	2012
Center	Kathmandu

[Note: The text ICT Trends Exam Preparation should be scrolling on webpage]

Public Service Commission
Computer Operator Practical Examination
Sample Set - 07

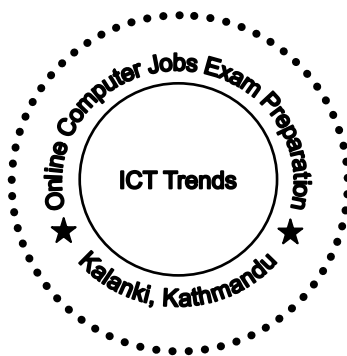F.M.: 30   P.M.:15   Time: 30 Minutes

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 following logo using WordArt [5 marks]

2. Enter following text and save the file as WordPr2012. Apply '2012' as password to protect it from unauthorized opening.   [5 marks]

> **Q. How do I contact you?**
>
> A: You can contact us here: admin@icttrends.com. Additionally I strongly suggest you to
>
> follow me on Twitter http://twitter.com/icttrends & through Facebook
>
> page http://facebook.com/icttrends.
>
> **Q: At what time can I contact you?**
>
> A: I will answer your email queries once a day (monday-friday) and try to
>
> response Twitter and Facebook messages as soon as I can.

Group B (Spreadsheet Calculation)

3. Calculate following Salary sheet

ENO	ENAME	DESIG	BASIC	ALLOWANCE	DEDUCTIONS	NET PAY

- Configure DESIG column in such a way that it can't store more than 4 characters. The probable values for DESIG are ADMN, MNGR, ACCT & PEON.   [2 marks]
- Create formula for BASIC so that it is: [2 marks]
  Rs. 7000 for PEON, RS. 14000 for ACCT, Rs. 18000 for MNGR, Rs. 22000 for ADMN
- ALLOWANCE will be 15% of BASIC if he/she is not ADMIN or MNGR   [2 marks]

- DEDUCTIONS will be 1% of BASIC for PEON and 11% for MNGR and ACCT. For ADMN deduct 15% of BASIC [2 marks]
- Create range names so that you can type =ALLOW – DEDU as formula for NET PAY column. [2 marks]

Group C (Database Management)

4. Create following tables in Acc2012 database: [2 marks]
   Sales: SalesID, ProdID, SalesQty, SalesRate
   Stock: StockID, ProdID, StockQty
   Product: ProdID, ProdDescription
5. Create suitable relationship between the tables and create a query to display ProdDescription, StockQty, SalesQty and SalesRate [2 marks]

Group D (Presentation System)

6. Create a presentation with three slides to introduce your village. [1 marks]
7. Set up slide timing so that first slide will appear for 2 seconds, second slide for 3 seconds and third slide for 2 seconds. [2]

Group E (Website Design)

8. Write HTML code to create following web page: [3]

		www.icttrends.com & prepare.icttrends.com
Services Available	Online Text Books	Publicly Accessible
	Online MCQ Quiz	Access to eCourse and Gold Members
	Downloads	Access to eCourse and Gold Members

Public Service Commission

Computer Operator Practical Examination
Sample Set - 08

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 and format following table [5 marks]

SN	Month	Income	Expenses	Saving
1	January	12000	8000	
2	February	18000	12000	
3	March	15000	23000	
4	April	14000	11000	
	Total			

Calculate Saving as Income – Expense using Table Formula
Calculate Total Income, Expense and Saving

2. Create a document with three columns in a page. Set footer so that it will display column numbers as follows: [Note: The text in page is not important]   [5 marks]

Group B (Spreadsheet Calculation)

3. Calculate following score sheet

Symbol No	Eng	Nep	Mat	Sci	Percent	Grade

- Use data validate to allow symbol number to have exactly 7 characters   [2 marks]
- Apply conditional formatting to display marks in red color if it is smaller than 50. [2]
- Calculate Percentage and Grade. Grade is awarded as below: [4 marks]
    i.   A+ if any of the marks obtained is more than 90
    ii.   A if percent is greater than 60
    iii. B if percent is greater than 50
    iv.   C if percent is below 50 or any of the mark is below 60
- Apply Colorful1 auto-format for the table. [2]

Group C (Database Management)

4. Create following tables in Acc2012 database: [1 marks]
    Sales: SalesID, ProdID, SalesQty, SalesRate
5. Create a form to enter record in Sales table. The form should include ProdID, SalesQty, SalesRate and Amount fields. The Amount field will show value as SalesQty*SalesRate when user enters SalesQty and SalesRate. [3 marks]

Group D (Presentation System)

6. Create a presentation with 10 slides. Enter 'ICT Trends' as footer. [1 marks]
7. Enable slide number and display it at the top right corner of every slide. [2]

Group E (Website Design)

8. Write HTML code to create following web page: [3]
    Apply Heading 3 for the text 'List of Useful Website'. Insert hyperlink to ICT Trends that points to www.icttrends.com. Insert a horizontal line after List of Useful Websites heading.

    List of Useful Websites
    - ICT Trends
    - WikiPedia
    - Google

ICTrends

Public Service Commission
Computer Operator Practical Examination
Sample Set - 09

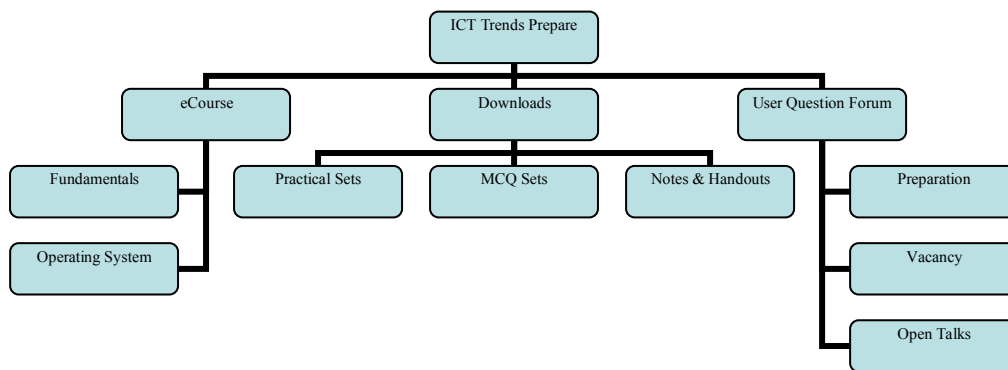F.M.: 30   P.M.:15   Time: 30 Minutes

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. Draw following organization chart in MS Word document [6 marks]

2. Type and format following text as displayed: [4 marks]

   Entering formula in MS Word has become most easier. You can use the character formatting for simple type of formula such as $(a + b)^2 = a^2 + 2ab + b^2$ or $2H_2O = 2H_2 + O_2$ while there is equation editor add-on for more complex formula as:

$$\overline{X} = \frac{\sum fx}{\sum f}$$

Group B (Spreadsheet Calculation)

3. Enter following data in sheet 1 and display subtotal of each item and grand total. [6 marks]

Date	Item	Quantity
12-Jan-00	Pen	25
13-Jan-00	Ink	28
13-Jan-00	Pen	27
14-Jan-00	Ink	10
14-Jan-00	pen	15
14-Jan-00	Rubber	12
15-Jan-00	Carbon	25
15-Jan-00	Ink	8
15-Jan-00	Pen	22
15-Jan-00	Rubber	12
16-Jan-00	Ink	28
16-Jan-00	Pen	16
16-Jan-00	Rubber	10

4. Create a pie chart for item Pen with sectors for each date. [4 marks]

Group C (Database Management)

5. Create following tables in Acc2012 database and insert 5 records: [2 marks]
   Sales: <u>SalesID</u>, ProdID, SalesQty, SalesRate
6. Create a report displaying ProdID, SalesQty, SalesRate and SalesAmount. SalesAmount will display the value calculated as SalesQty * SalesRate [2 marks]

Group D (Presentation System)

7. Create a presentation with 3 slides. First Slide will display the name of Exam Center. Second slide will display the Address of Exam Center as title and an image below the title. Display today's date on third slide [1 marks]
8. Apply slide transition and make it advance automatically after every 2 seconds. [2]

Group E (Website Design)

9. Write HTML code to create following web page. Numbers and bullets should be produced through tags. ICT Trends on last line should be linked to www.icttrends.com.   [3]

ICT Trends Prepare
1. eCourse
   - Fundamentals
   - Operating System
   - Word Processing
2. Downloads
   - Notes & Handouts
   - Old Question Papers
   - Practical Question Papers
   - MCQ Bank
3. User Questions Forum

Visit ICT Trend to prepare your exam better!

Public Service Commission
Computer Operator Practical Examination
Sample Set - 10

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 and format the document as displayed below: [10 marks]

सरकारसँग २ अर्ब र भौतिक सम्पत्ति माग

२७ असोज, काठमाण्डौं । दुई बर्षअघि ऐन पारित भई नयाँ कार्यक्रम सञ्चालन गर्न लागिएको तीन विश्वविद्यालयलाई त्रिभुवन विश्वविद्यालयले आफ्नो स्वामित्वमा हस्तान्तरण गर्नुअघि सरकारसँग २ अर्ब र हाल चलिरहेको कार्यक्रम सञ्चालन गर्न भौतिक सम्पत्ति मागेको छ ।

ला मो समयदेखि सम्पत्ति हस्तान्तरणको विषयमा चर्को विवाद भएपछि त्रिविले आफ्ना कर्मचारीलाई उपदान र पेन्सन दिन सिड मनीका रुपमा उक्त रकम मागेको हो । त्रिविका करिब ३ हजार कर्मचारीले पेन्सन लिने गरेको खबर नेपाल समाचारपत्रले छापेको छ ।

विश्वविद्यालयका कुलपति एवम् प्रधानमन्त्री बाबुराम भट्टराईले नयाँ खोलेका कृषि तथा बन, मध्यपश्चिम र सुदूरपश्चिम विश्वविद्यालयको समस्या तत्काल समाधान गर्न पत्रमार्फत निर्देशन दिए लगत्तै त्रिविका पदाधिकारीले कुलपतिसँग भेट गरी सो माग गरेका हुन् ।

Group B (Spreadsheet Calculation)

2. Enter following data in sheet 1 and calculate the empty cells. [10 marks]

कर्मचारी संकेत नं	कर्मचारीको नाम थर	तलब	भत्ता	ग्रेड	संचयकोष कट्टी रकम	कर कट्टी रकम	कूल तलब	खुद तलब
१०१९२	राम पाठक	१५000	२000	२४0				
३0८१७	यज्ञश्वर ओली	१८000	२000	१२0				
५५३२७	लिला रेग्मी	१४५00	२000	२४0				
१0९८३	बालमुकुन्द के.सी.	१६000	२000	२४0				

संचयकोष कट्टी रकम तलबको १० प्रतिशत गणना गर्ने । तलब, भत्ता र ग्रेड वापतको कूल रकमको १५ प्रतिशत कर कट्टा गर्ने । खुद तलबको गणना गर्नको निम्ति कट्टी हुने रकरहरु प्राप्त गर्ने रकम बाट घटाउने ।

Group C (Database Management)

3. Create following tables in Acc2012 database and insert 5 records: [2 marks]
   Sales: SalesID, ProdID, SalesQty, SalesRate
4. Create a parameter query so that use can enter ProdID and view SalesQty, SalesRate and SalesAmt. SalesAmt is calculated as SalesQty*SalesRate [2 marks]

Group D (Presentation System)

5. Create a presentation with 1 slides and enter following data. Then apply custom animation so that all the bulleted text will appear flying in: [2 marks]

अध्ययनको विधि
. भ्रमण अवलोकन
. सामूहिक अन्तरक्रिया
. वेबसाइट तथा अन्य उपलब्ध विद्युतीय सामग्रीहरु

6. Enter following text as speaker's note on the above slide. [1 marks]

We went to Ministry of Information and Communications on 12 October 2012 for the visit tour. Had an interview session with Under Secretary Kumar Bahadur Khadka. He gave the URL of ministry for detail information about the workings of the Ministry.

Group E (Website Design)

7. Write HTML code to do following tasks. [3 marks]

a. Display the text 'Generations of Computer' in heading 2 format and insert a horizontal line below it.
b. Create an ordered list. The list items should be First Generation, Second Generation, Third Generation, Fourth Generation and Fifth Generation.
c. Insert an image whose width should be 300 pixels and height 200 pixels.