

2014

Prepare Computer Operator Model Question Paper

ICT Trends

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**Set 16**



## **[PRACTICAL QUESTION PAPER]**

The sample set 16 contains model questions from MS Word, Excel, PowerPoint, MS Access and HTML. The questions are composed to closely comply with Public Service Commission, Computer Operator examination.

## MS Word

1. Create a new document as 'Aug14' and save it with following content:

$$\sin\theta = \frac{-5 \pm \sqrt{25 - 4 \cdot 3 \cdot 1}}{5^3 - 141}$$



2. Enter following text and number the lines starting from 10 and with difference 3.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert:

- ♣ Tables
- ♣ Headers
- ♣ Footers
- ♣ Lists
- ♣ cover pages
- ♣ and other document building blocks

When you create pictures, charts, or diagrams, they also coordinate with your current document look.

## MS Excel

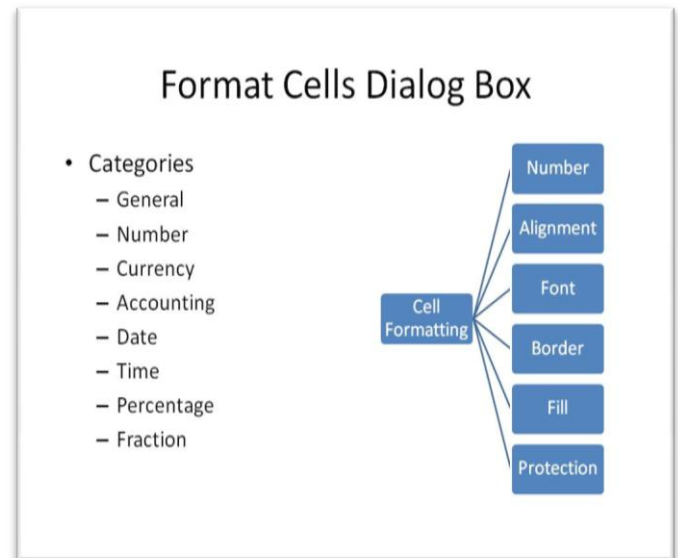
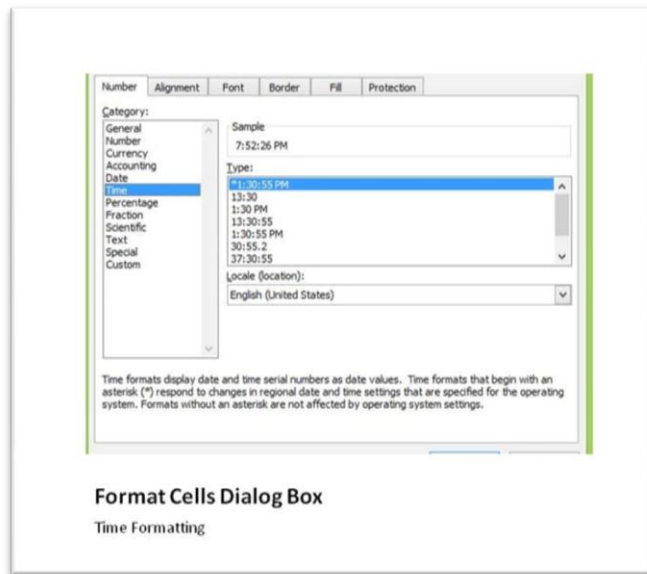
3. Create following table in 'Games' sheet of 'Aug2014' workbook, then, perform the tasks as instructed below.

Name	Played	Won	Draw	Lost	Goals for	Goals Against	Points	Result
Bohemians	13	3	8	2	22	14		
Cork City	13	8	1	4	20	11		
Derry City	13	5	4	4	17	13		
Drogheda United	13	0	3	10	8	31		
Dundalk	13	5	4	4	17	16		
Finn Harps	13	6	2	5	20	18		
Kilkenny City	13	1	1	11	9	33		
Shamrock Rovers	13	6	3	4	19	14		
Shelbourne	13	8	2	3	27	14		
Sligo Rovers	13	3	7	3	22	22		
St. Patrick's Athletic	13	8	4	1	19	10		
U.C.D.	13	3	5	5	12	15		

- a. Calculate the points awarded to each team if they get 3 points for a win and 1 point for a draw. Also, there is 0.5 points for each lost.
- b. Sort the data descending based on Lost and then Draw column.
- c. Apply formula to display "Next Round" for the top 5 teams based on Points and "Eliminated" for others.

## PowerPoint

4. Create following slides in 'Aug2014' presentation and perform the tasks as instructed:



- a. Apply 5 seconds time for first slide and 3 seconds time for second slide before it automatically advance.
- b. Insert slide number
- c. Write following text as slide note for the first slide  
"This dialog box image is from MS Excel 2007 application"

## MS Access

5. Create 'FM\_Data' table in 'AVBroadcast' database with following fields:  
Fields: Lic\_No, Cmp\_Name, Dist, VDC, Ward, Freq, Watt, Ant  
Design the table such that:
  - a. Lic\_No is populated automatically with unique random number for each record.
  - b. The values in Freq can't be below 88 and over 108 MHz
  - c. The field Ant should produce drop down list with entries 'Unspecified', '4 Bay', '6 Bay' while entering data
  - d. The fields Cmp\_Name, Dist & VDC should store text in uppercase irrespective of what user enters.
  - e. Create a form with following fields. The label should display full name for field name  
Cmp\_Name (Company Name), Dist (District), VDC (Village Development Committee), Ward (Ward No), Freq (Frequency in MHz), Watt

## HTML & Webpage Designing

Create a webpage to introduce Kathmandu. Use headings (heading 1 - heading 3), scrolling text and a frameset to display header and body part of the web page.