



Teachingninja.in



Latest Govt Job updates



Private Job updates



Free Mock tests available

Visit - teachingninja.in

OPSC
Junior Assistant
Previous Year Paper
(Skill Test) 2019



JA – 4/2019

2019

SKILL TEST IN COMPUTER (PRACTICAL)

Time : 1 hour

Full Marks : 50

The figures in the right-hand margin indicate marks.

Answer all questions.

1. Create a MS-PowerPoint presentation for a teacher to present in his class about CAA (Constitutional Amendment Act) recently implemented by the Government of India. The presentation should contain at least 5 slides about CAB, introduction, its meaning, how it impacts and its implications. The text you would use, should appear flying in when slide show. You can insert any video clip as per your choice. You should insert "THANK YOU" on the last slide. 10

2. Type the following paragraph correctly : 10

What is Network ?

Network used to interconnect computers in a single room, rooms inside a building or buildings are normally called local area networks (LANs). LANs normally transmit data in a digital form using media such as coaxial cable or multithreaded cable. Local Area Network can be used only on one site of a building. The terminals and workstations are able to connect either one of the 'two' host computers when required.

The network has a file server and a print server. The file server is a special computer which provides a form of auxiliary storage that can be used by any other computer on the network. The print server is special printers which can receive data from other computers on the network and prints it. It is possible to connect external communications server on Hte LAN with a device which makes the communication

possible between the equipment of the network and system elsewhere, e.g. modem. For example, in IT department of Nepal Electricity Authority, there are more than 30 computers working at the same time. The authority can get the information about whatever is being operated in any computer. All things can be connected with the file server.

Format typed paragraph as the following criteria using MS-Word.

- (a) Apply 16pt font size with bold and italic for heading and centre align it.
- (b) Apply paragraph spacing after 12pt for all paragraphs.
- (c) Apply line paragraph 1.5 lines for third paragraph and justify it.
- (d) Insert footnote "Two or more than two computer connected with or without cable" for the underlined word of first paragraph.
- (e) Insert cross reference for the underlined word of second paragraph with first paragraphs footnote number (formatted).
- (f) Insert a clip art right side of second paragraph set text wrapping square and insert caption below clip art as "Figure 1 : Clip art Picture" form reference.

3. Open MS-Excel to a blank worksheet. 10

Create a spreadsheet like the one below. Enter all the numbers.

- o Change the formatting of the numbers to dollars.
- o Make the grid around the cells visible.
- o Insert the title "Monthly Budget" and center and merge it.
 - Change the font to Arial, size 18.
 - Make the text white and the fill black.
- o Insert the subtitle "January 2005 – June 2005".
 - Change the font to Arial, size 10.
 - Make text white and fill black.
 - Center and merge it.

- o Total the expenses at the bottom of each month.
 - Widen columns if necessary so numbers can be seen.
- o Put a dark border around the edges of the document.
- o Change the amount for gasoline in June from \$60 to \$70.
- o Figure out the average for each row. You must know the formula on your own !
- o Center and bold the headings (months and average)
 - Change the font to Arial on the headings
 - Bold the headings in Column –A.
 - Change the font in to Arial.
- o Add a header with your name, period and question number
- o Print

	A	B	C	D	E	F	G	H
1		January	February	March	April	May	June	Average
2	House Payment	750	750	750	750	750	750	
3	Charity	200	200	200	200	200	200	
4	Groceries	300	425	425	290	325	350	
5	Car Payment	300	300	300	300	300	300	
6	Gasoline	45	45	50	55	45	60	
7	Clothing	100	75	60	50	100	85	
8	Utilities	95	85	95	90	80	90	
9	Total							
10	Income							
11								

4. Using Ms-Access create a database file, which will require you to create one table, one query, one form, and one report. 10

Create table : CUSTOMERS

Create the field names and their properties as you need them to store your specific data for customers. You will have at least five customers with their information included in your customer table.

CUSTOMERS Table Field Names :

Customer ID (Primary Key : CID)

First Name (FNAME) Last Name (LNAME)

City (CITY) State (STATE)

Number of Purchases (PNUMBER)

Total Amount of Purchases (PTOTAL)

Date of Last of Purchase (PLAST)

Create query : NY Customers

Create a query that displays only the NY customers sorted by last name in ascending order.

Create report : NY Customers Report

Create a report from the NYC Customers query.

Create form : New Customers

Create a form for the Customers table. Include all fields in the form. Use the Form Wizard to create a form. Using the New Customers form, enter any arbitrary two additional customers.

5. Do the following on Windows Operating System and show. 10

- (a) Click on the Start bar.
- (b) Then select Control Panel. The Control Panel will contain most of the options you would use to change the way Windows works. For a more detailed description of each item, try researching them online.
- (c) Under the Control Panel icon options, select Display. This pulls up the Display properties box ; from here we can modify the look and feel of Windows.
- (d) Under the Desktop tab, change the background to Ripple. Click the Apply button to finalize the change.
- (e) If the Desktop is not visible, either minimize each application individually using the left-most button in the right corner of an application, or use the shortcut WINKEY + M. This will minimize every window for you.
- (f) To restore all of the application windows, either click on each one individually on the task bar or use the shortcut WINKEY + SHIFT + M.
- (g) The Display properties box can change the background, screensaver, or colour scheme of windows. If you are tired of the blue title boxes on application, they can be changed under Display properties. The Display properties can also be reached by right clicking on the Desktop and selecting Properties. Try closing the Display properties and reopening it using that method.
- (h) Change the background back to Bliss and select Apply, then click OK to close the Display properties.

