

PSC Exam Preparation 2012 Practical Question Sset-1

FM :30

Time : 30 Min.

PM:15

Word Question (10 marks)

1. Type following paragraph correctly

(3)

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 a special printer which can receive data form other computers on the network and print it. It is possible to connect external communications server on the 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.

2. Format typed paragraph as following criteria

(5)

- Apply 16pt font size with bold and italic for heading and center align it.
- Apply paragraph spacing after 12pt for all paragraphs
- Apply line spacing 1.5lines for third paragraph and justify it.
- Insert footnote "Two or more than two computer connected with or without cable" for the underlined word of first paragraph
- Insert cross reference for the underlined word of second paragraph with first paragraphs footnote number(formatted)

3. 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.

(2)

Excel Question (10 Marks)

Solve following problem in excel using given criteria

Land Revenue Office, Surkhet

S.N.	Bill No.	Name of Store	Amount	1% Taxable	Net Pay
1	1234	New Parbhat Stationary Skt	7500	Y	7425
2	1002	Access Computer Skt	3500	N	3500
3	1320	Gurung General Store Skt	5500	Y	5445
Total of Amount					16500
Total of Net Pay					16370
Total of 1% Tax					130

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L Reisser



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