### COMPUTER PROFICIENCY TEST

**SCHEME OF EXAMINATION (Practical Type)**

<table>
<thead>
<tr>
<th>TEST</th>
<th>Duration (Minutes)</th>
<th>Maximum Marks</th>
<th>Minimum qualifying marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency in Office Automation with usage of Computers and Associated Software</td>
<td>30</td>
<td>50</td>
<td>15 17.5 20</td>
</tr>
<tr>
<td>SC/ST /PH</td>
<td>B.C.'s /Including Ex-Servicemen and Sports persons</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SYLLABUS**

The test shall comprise the following four parts:

<table>
<thead>
<tr>
<th>Name of the part</th>
<th>Name of the Question to be answered</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>Example: Typing a letter/passage/paragraph (about 100-150 words) in MS-Word</td>
<td>15</td>
</tr>
<tr>
<td>Part B</td>
<td>Example: Preparation of a Table/Graph in MS-Excel</td>
<td>10</td>
</tr>
<tr>
<td>Part C</td>
<td>Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.</td>
<td>10</td>
</tr>
<tr>
<td>Part D</td>
<td>Example: Creation and manipulation of data bases</td>
<td>10</td>
</tr>
<tr>
<td>Part E</td>
<td>Example: Displaying the content of E-mail (Inbox).</td>
<td>05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

**Note:** The candidates shall be given the text / matter in the Question Paper and they must type / reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.
<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTENTS OF PART-A</th>
<th>MARKS</th>
</tr>
</thead>
</table>
| WORD | 1. Create and save a document using MS WORD  
|      | a. Deletion of Character, Word, line and block of text  
|      | b. Undo and redo process  
|      | c. Moving, Copying and renaming  
|      | 2. Format the Text document  
|      | a. Character formatting  
|      | b. Paragraph formatting  
|      | c. Page formatting  
|      | 3. Spell check the document  
|      | a. Finding and Replacing of text  
|      | b. Bookmarks and Searching for a Bookmarks  
|      | c. Checking Spelling and Grammar automatically  
|      | d. Checking Spelling and Grammar using Dictionary  
|      | 4. Print the document  
|      | a. Print Preview  
|      | b. Print Dialogbox  
|      | 5. Mail Merge in Ms-word  
|      | a. Create main document and data file for mail merging  
|      | b. Merging the files  
|      | c. From letters using mail merging  
|      | d. Mailing labels using mail merging  
|      | 6. Table creation in Ms-word  
|      | a. Create a table in the document  
|      | b. Add row, column to a table  
|      | c. Changing column width and row height.  
|      | d. Merge, split cells of table.  
|      | e. Use formulae in tables.  
|      | f. sorting data in a table.  
|      | g. formatting a table.  
|      | 7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test). |

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTENTS OF PART-B</th>
<th>MARKS</th>
</tr>
</thead>
</table>
| EXCEL| 1. Create and save a new work book in Excel  
|      | 2. Entering Data into Worksheet  
|      | 3. Editing data of Worksheet  
|      | 4. Formatting the text in the cells  
|      | 5. Formatting the numbers in the cells.  
|      | 6. Formatting cells.  
|      | 7. Copying format of cell along with data format.  
|      | 8. Changing the height and width of cells.  
|      | 9. Freezing Titles, splitting screen  
|      | 10. Enter formulae for calculation in the cells.  
|      | 11. Copying the formula over a range of cells.  
|      | 12. Inserting built-in functions in to the cells.  
|      | 13. Create graphs for the data using Chart Wizard.  
<p>|      | 15. Printing of worksheet.  |</p>
<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTENTS OF PART-C</th>
<th>MARKS</th>
</tr>
</thead>
</table>
| POWER POINT | 1. Create and save a new presentation using MS PowerPoint  
|          |   • layout of opening screen in Power Point  
|          |   • the tool bars in MS Power Point  
|          | 2. Choose Auto Layout for a new slide.  
|          | 3. Insert text and pictures into a blank slide.  
|          | 4. Insert new slides into the presentation.  
|          | 5. Apply slide transition effects.  
|          | 7. Set animation to text and pictures in a slide  
|          | 8. Set the sounds, order and timing for animation. | 10    |
| ACCESS  | Creation and manipulation of data bases | 10    |
| NAME    | CONTENTS OF PART-E                                                                 | MARKS |
| INTERNET | 1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.).  
|         | 2. Search the Web using Search Engines.  
|         | 3. Create an E-mail account.  
|         | 4. Send and receive E-mail.  
|         | 5. E-commerce transactions.  
|         | 6. Web content uploading.  
|         | 7. Ability to operate Mac OS / pages / key note / Numbers. | 05    |
| GRAND TOTAL |                                                                                   | 50    |