Profficiency Test in Office Automation

(Time: 30 minutes) Max. Marks: 50

Q1 carries 15 marks
Q2 to Q4 carries 10 marks each
Q5 carries 5 marks

Q1. Create a document with the following content in MS-WORD and incorporate the below mentioned features in the same document.

**Kishore Vaigyanik Prtsahan Yojana (KVPY)**

The Kishore Vaigyanik Prtsahan Yojana (KVPY) is an on-going National Program of Fellowship in Basic Sciences, initiated and funded by the Department of Science and Technology, Government of India, to attract exceptionally highly motivated students for pursuing basic science courses and research career in science.

The objective of the program is to identify students with talent and aptitude for research; help them realize their academic potential; encourage them to take up research careers in Science, and ensure the growth of the best scientific minds for research and development in the country.

The advertisement for the KVPY Fellowship appears in all the national dailies normally on the Technology Day (May 11) and the Second Sunday of July every year.

Selection of the students is made from those studying in XI standard to 1st year of any undergraduate Program in Basic Sciences, post graduate program in science having aptitude for scientific research.

(i) Provide 1.5 line spacing, create page border
(ii) Find the word students and replace it with scholars in the above document
(iii) Create a book mark at the word Kishore Vaigyanik Prtsahan Yojana
(iv) Check spelling and grammar using dictionary
(v) Mail this document to the following four addresses using mail merge

1. The Principal
   SSBN Degree College
   Anantapuram

2. The Principal
   Andhra Loyola College
   Vijayawada

3. The Principal
   Government Arts and Science College
   Guntur

4. The Principal
   SV College of Science
   Tirupathi
Computer Proficiency Test Practice Paper

(vi) Save the above document with your hall ticket number as filename
(vii) Print the above document on both sides of paper – flip pages on long edge.

Q2. Create a spreadsheet with the following content and features using MS-EXCEL

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Amount (Rs. in lakhs)</th>
<th>% of Share Holding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Govt. of Andhra Pradesh</td>
<td>107.51</td>
<td>38.98</td>
</tr>
<tr>
<td>2.</td>
<td>National Seeds Corporation Ltd.,</td>
<td>90.00</td>
<td>32.63</td>
</tr>
<tr>
<td>3.</td>
<td>Seed Growers</td>
<td>78.29</td>
<td>28.39</td>
</tr>
</tbody>
</table>

(i) Enter the above table data in to worksheet
(ii) Wrap text of the cells, align right, increase indentation
(iii) Colour the cell - Seed Growers in red colour
(iv) Change the height and width of cells to 50 and 10 respectively
(v) Calculate total amount – column wise
(vi) Create a pie chart for this data
(vii) Format the pie chart with different colours
(viii) Save the workbook with your hall ticket number
(ix) Take a print out of this worksheet

Q3. Create a presentation with the following features using MS-Power point.

(i) Prepare two slides on KVPY scheme – data given in Q.1.
(ii) Choose auto layout
(iii) Insert a student picture in to your slide
(iv) Insert new slide – list names of various bachelor programmes for undergraduates
(v) Apply random bar transition to slides
(vi) Save the above presentation with your hall ticket number as file name

Q4. Create a table and run a query using MS-Access

(i) Create a database with the following table considering suitable datatypes
(ii) Insert following data in to the table

<table>
<thead>
<tr>
<th>Aadhaar number</th>
<th>Name</th>
<th>Date of birth</th>
<th>Designation</th>
<th>Salary (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567889012</td>
<td>Ramu</td>
<td>23/11/1996</td>
<td>Clerk</td>
<td>25000</td>
</tr>
<tr>
<td>567894321901</td>
<td>Joseph</td>
<td>11/11/1996</td>
<td>Attender</td>
<td>15000</td>
</tr>
<tr>
<td>987650071098</td>
<td>Srikar</td>
<td>23/9/1998</td>
<td>Secretary</td>
<td>56000</td>
</tr>
<tr>
<td>888877774444</td>
<td>Vardhan</td>
<td>8/8/1996</td>
<td>Clerk</td>
<td>30000</td>
</tr>
</tbody>
</table>

(iii) Save the table
(iv) Run query to find all clerks from the data and capture the screenshot and save it in your folder with your hall ticket number as filename.

Q5. Perform the following using a web browser on Internet

(i) Search the web for APPSC GO Ms no.201:Date21-12-2017.
(ii) Download the above GO and save in your folder
(iii) Open your email account and send the above file by email in your other mail account. In the examination, the mail account would be provided in the paper.
(iv) OpenCMCoreDashBoardofGovernmentofAPandcopytheconsolidateddetails pensions under "NTR Bharosa" Scheme in a word file. Save the file to your folder.