

**Andhra Pradesh Public Service Commission :Vijavawada.**  
**Proficiency in Office Automation with usage of Computers and Associated Software**

**SCHEME OF EXAMINATION (Practical Type)**

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying marks		
			SC/ST/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software	30	50	15	17.5	20

**SYLLABUS**

NAME	CONTENTS OF PART-A	MARKS
<b>WORD</b>	<ol style="list-style-type: none"> <li>1. Create and save a document using MSWORD               <ol style="list-style-type: none"> <li>a. Deletion of Character, Word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, Copying and renaming</li> </ol> </li> <li>2. Format the Text document               <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li> <li>3. Spell check the document               <ol style="list-style-type: none"> <li>a. Finding and Replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking Spelling and Grammar using Dictionary</li> </ol> </li> <li>4. Print the document               <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li> <li>5. Mail Merge in MS-word               <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. From letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li> <li>6. Table creation in MS-word               <ol style="list-style-type: none"> <li>a. Create a table in the document</li> <li>b. Add row, column to a table</li> <li>c. Changing column width and row height.</li> <li>d. Merge, split cells of a table.</li> <li>e. Use formulae in tables.</li> <li>f. Sorting data in a table.</li> <li>g. Formatting a table.</li> </ol> </li> <li>7. Ability to type on Qwerty keyboard of Computer at a speed of at least equivalent to 30 Words per 1 minute (Low type writing test).</li> </ol>	15

<b>NAME</b>	<b>CONTENTS OF PART-B</b>	<b>MARKS</b>
<b>EXCEL</b>	<ol style="list-style-type: none"> <li>1. Create and save a new work book inExcel</li> <li>2. Entering Data intoWorksheet</li> <li>3. Editing data ofWorksheet</li> <li>4. Formatting the text in thecells</li> <li>5. Formatting the numbers in thecells.</li> <li>6. Formattingcells.</li> <li>7. Copying format of cell along with dataformat.</li> <li>8. Changing the height and width ofcells.</li> <li>9. Freezing Titles, splittingscreen</li> <li>10. Enter formulae for calculation in thecells.</li> <li>11. Copying the formula over a range ofcells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using ChartWizard.</li> <li>14. Format graphs inExcel.</li> <li>15. Printing ofworksheet.</li> </ol>	10
<b>NAME</b>	<b>CONTENTS OF PART-C</b>	<b>MARKS</b>
<b>POWER POINT</b>	<ol style="list-style-type: none"> <li>1. Create and save a new presentation using MSPower Point <ul style="list-style-type: none"> <li>• layoutofopeningscreeninPowerPoint</li> <li>• thetoolbarsinMSPowerPoint</li> </ul> </li> <li>2. Choose Auto Layout for a newslide.</li> <li>3. Insert text and pictures into a blankslide.</li> <li>4. Insert new slides into thepresentation.</li> <li>5. Apply slide transitioneffects.</li> <li>6. Slide show.</li> <li>7. Set animation to text and pictures in aslide</li> <li>8. Set the sounds, order and timing foranimation.</li> </ol>	10
<b>NAME</b>	<b>CONTENTS OF PART-D</b>	<b>MARKS</b>
<b>ACCESS</b>	Creation and manipulation of databases	10
<b>NAME</b>	<b>CONTENTS OF PART-E</b>	<b>MARKS</b>
<b>INTERNET</b>	<ol style="list-style-type: none"> <li>1. Browse the Net using Browser software (Internet Explorer, MozillaFirefox, GoogleChromeetc.,).</li> <li>2. SearchtheWebusingSearchEngines.</li> <li>3. CreateanE-mailaccount.</li> <li>4. SendandreceiveE-mail.</li> <li>5. E-commerce transactions.</li> <li>6. Web contentuploading.</li> <li>7. Ability to operate Mac OS / pages / key note/ Numbers.</li> </ol>	05
<b>GRAND TOTAL</b>		50

**Sd/-Secretary.  
A.P.P.S.C.**