

SCHEME OF EXAMINATION

The Computer Skill Test shall comprise of following three parts:

Part A – Preparation of two Power Points Presentations/Slides on MS-Power Points – 10 Marks.

Part B – Typing a letter/passage/paragraph of about 150-200 words in MS-Word – 20 Marks.

Part C – Preparation of Table/Database in MS-Excel – 20 Marks.

The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts irrespective of compartments. The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper.

INSTRUCTION ABOUT THE CONDUCT OF EXAMINATION

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in MS-word, Power Point Presentation slides in MS-Power Point and Table in MS-Excel will have to be answered within the time limits.
2. The computer skill test will be of 30 minutes duration of total marks of 50.
3. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.
4. Candidate should mention their Roll No., Batch time & Date on the top right side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.
5. The Power point file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-A.ppt).**
6. The Word file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-B.doc).**
7. The Excel sheet file created by the candidate should be saved with file name as **“Roll. No.-question- no.” (For Example: 110036-C.xls).**