

Skill Test (on Computer) for Assistant/UDC/JPA/Stenographers  
Indicative Syllabus

**MS Word ( for 35 marks) :** Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents-** Setting font styles, font selection - style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style-** Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables-** Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing-** Inserting ClipArts, Pictures/Files etc ; **Tools-** Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents; Shortcut Keys** etc.

**MS Excel (for 35 marks) :** Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** -opening, saving files, setting margins; **Spreadsheet addressing-** rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data-** Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc, Inserting functions, manual breaks; **Setting formula-** finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/unhiding rows/columns, setting row height, column width; **Working with sheets-** Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks etc.

**MS Power Point (for 30 marks) :** Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** – Setting presentation style, adding text to the presentation; **Formatting a presentation** – Adding style, colour, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation – inserting pictures, table etc. into presentation etc.

**Duration of test:** 60 minutes.

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