

## **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.** 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.