

COMPUTER SKILL TEST - SAMPLE QUESTION PAPER

COMPUTER SKILL TEST

Total Time Allowed: 30 Minutes

Maximum Total Marks: 50

GENERAL INSTRUCTIONS TO THE CANDIDATES

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. Candidate should mention their **Name& Roll No.** on the **top right side** of each of the page of their individual files pertaining to MS- Power Point (By inserting a Text Box), MS-Word and MS- Excel sheet/work sheet/table.
4. **After the Computer Skill Test is over the candidate must put his signature and write his name in his own handwriting at the end of the Typed Matter in each page typed by him.**
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).**
8. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
9. After completing Computer Skill Test, candidates should not re-type the text. If spare time is available candidates should utilize the time for checking the typescript and making corrections.
10. When the printout of the passage typed by him is given to the candidate he/she must write his/her roll no. and name on each page, sign and handover the same to the invigilator.
11. Carrying of Calculators, Slide Rules, Mobiles, Smart Watches or any such device inside the Examination Hall is strictly prohibited.

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12. Immediately after the Computer Skill Test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the passage/text given under Section-B i.e. MS-Word on a separate sheet and will have to put his /her name, Roll No. and signature at the end.
13. Candidate must return the Question Paper along with their scripts/answer sheets to the Invigilator. They should not take either the Question Paper or script/answer sheets or any blank typing paper out of the Examination Hall. Candidates should not tear any sheet given to them.
14. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thump impression before the beginning of the Test.
15. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test. On completion of test, they shall remain seated at their desks until their scripts/answer sheet are collected and accounted for. They must not type, write or erase after the expiry of allotted time.
16. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
17. Candidates must abide by further instructions, if any, which may be given to them by the Invigilators and Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the ESIC may deem fit.

COMPUTER SKILL TEST - SAMPLE QUESTION PAPER
PART – A (MS Power Point)

Question: A

Marks: 10

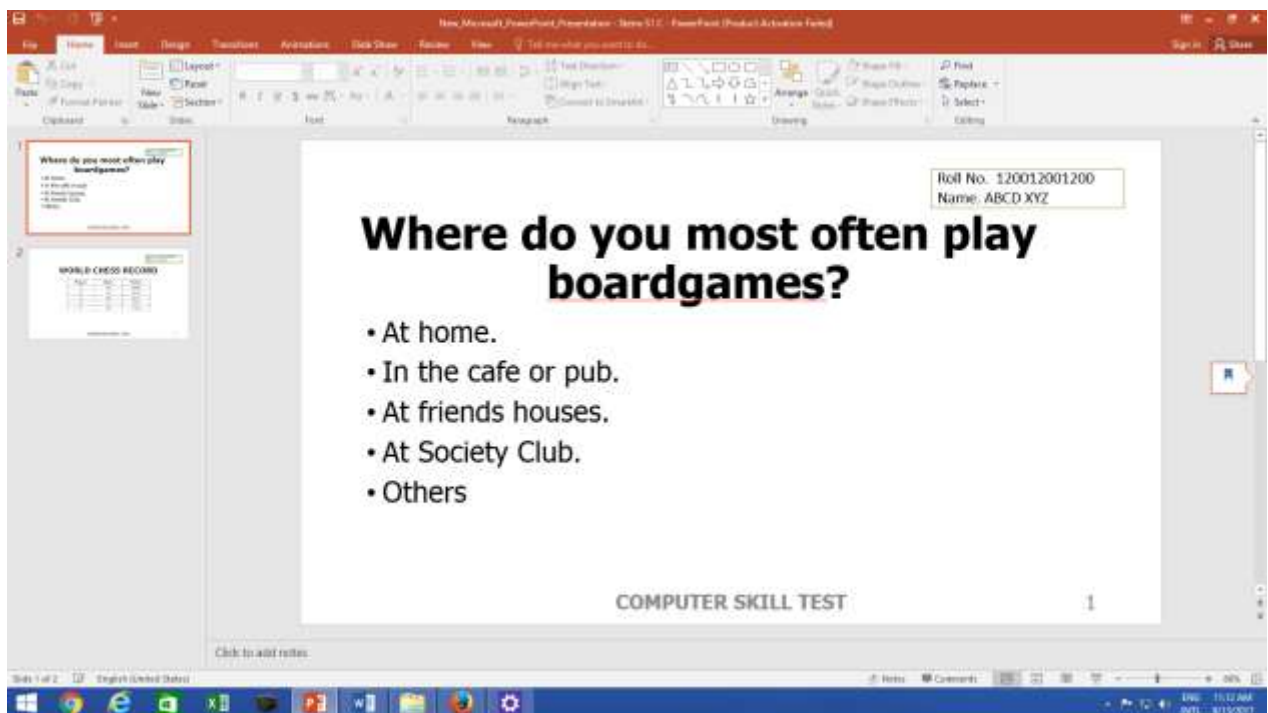
Create a **Power Point Presentation** comprising the content as mentioned in the sample slides with formatting (Bold, Underlining, Italics, Alignment) and following guidelines:-

2 Power Point Slides using the Slide Type – **Title and Content** having 2 sections "Add Title" and "Add Text". The text/content should be aligned as per the sample slide.

Slide - 1

- a) **Slide 1** - Reproduce the content as mentioned in the sample Slide 1 below by using "**Tahoma**" as the font type for both "Title" as well as "Text" alongwith the font size of "**50 point**" for the **Title** and the font size of "**32 point**" for the **Text**". The title should be in "Bold" also. The formatting (Bold, Normal, Underline and Italics) need to be carried out as per the text given in the sample Slides 1.
- b) Insert **Footer** with text "**COMPUTER SKILL TEST**" and **Slide Number** to be applied to both the Slides as per the text given in the sample Slides 1 & 2 hereunder.

Slide - 1



Contd.....

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Slide - 2

- a) **Slide 2** - Reproduce the content as mentioned in the sample Slide 2 below by using "**Verdana**" as the font type for both "**Title**" as well as "**Text/Table**" alongwith the font size of "**50 point**" for the **Title** and the font size of "**20 point**" for the "**Text/Table**". The title should be in "**Bold**" also. The formatting (Bold, Normal, Underline and Italics) need to be carried out as per the text given in the sample Slides 2.
- b) Insert **Footer** with text "**COMPUTER SKILL TEST**" and **Slide Number** to be applied to both the Slides as per the text given in the sample Slides 1 & 2 hereunder.

Roll No. 120012001200
Name: ABCD XYZ

WORLD CHESS RECORD

| Player | Wins | Points |
|--------|------|--------|
| A | 48 | 2998 |
| B | 42 | 2618 |
| C | 39 | 2017 |
| D | 31 | 1957 |
| E | 29 | 1560 |

COMPUTER SKILL TEST 2

COMPUTER SKILL TEST - SAMPLE QUESTION PAPER
PART – B (MS-WORD)

Question: B

Marks: 20

Reproduce the text using MS word with the font type "Tahoma" as per the format and guidelines given below and save the file in correct format, perform the following as per given text. There are 4 font sizes of "10 point", "11 Point", "12 Point" & "20 point" used along with single/double line spacing and formatting (Alignment, Bold, Italics, Underline and the combination).

Note: All text is in font type of "Tahoma", Alignment of the each Paragraph is to be done as given.

**Instructions
(Not to be typed)**

Insert a Text Box
Font Size "20"
Alignment - Center.

Font Size "12"
Single Line spacing
Alignment - Justify.

Font size "10"
Single Line spacing
Alignment - Left

Font Size "11"
Double line spacing
Alignment - Right

Font Size "12"
Single line spacing
Alignment - Center

Insert Page Number at the
Bottom of the Page as
given in this paragraph

Paragraph to be typed according to instructions.

Roll No. 120012001200
Name. ABCD XYZ

Value Added Tax

This White Paper is a result of collective efforts of all the States in formulating the basic design of the State-level Value Added Tax through repeated and candid discussions in the Empowered Committee of State Finance Ministers. **The State-level VAT, as elaborated in this White Paper, has certain distinct advantages over the existing sales tax structure.**

The VAT will not only provide full set-off for input tax as well as tax on previous purchases, but it will also abolish the burden of several of the existing taxes, **such as turnover tax, surcharge on sales tax, additional surcharge, special additional tax, etc.**

As a result, the overall tax burden will be rationalized, and prices, in general, will fall. Moreover, VAT will replace the existing system of inspection *by a system of built-in self-assessment by traders and manufacturers.*

The tax structure will become simple and more transparent. This will significantly improve tax compliance and will also help increase revenue growth. ***While this State-level VAT has all these advantages, it is a State subject derived from Entry 54 of the State List,*** for which the States are sovereign in taking decisions.

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PART – C (MS – Excel)

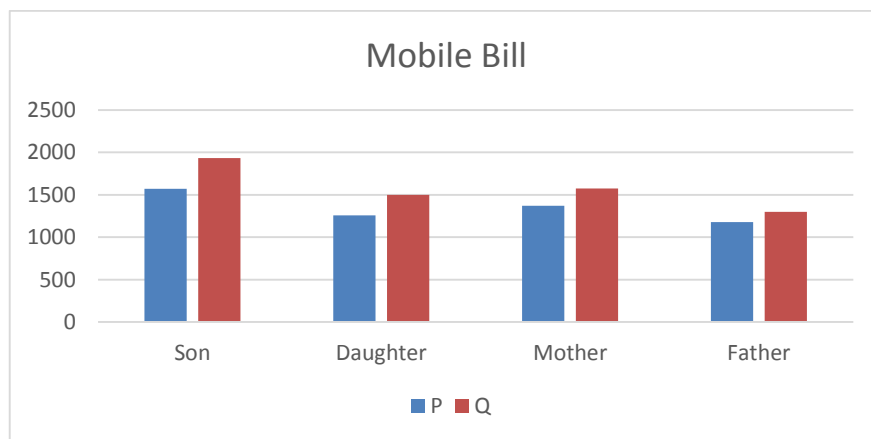
Question – C

Marks: 20

Reproduce the following data in the MS-Excel Sheet with Centre Alignment, Bold, Grid line, outside border and perform the calculation using formula in MS – Excel Sheet by using "Calibri" as the font type and font size of "12 point" for both "Column Headings" as well as "Text/Table".

| Mobile Bill | P | Q | Total (P + Q) | Average (P & Q) | Difference (Q - P) |
|-------------|---------|---------|---------------|-----------------|--------------------|
| Son | 1569.12 | 1933.45 | | | |
| Daughter | 1255.55 | 1497.77 | | | |
| Mother | 1369.14 | 1573.16 | | | |
| Father | 1178.98 | 1296.96 | | | |

- Reproduce the heading of each of the column as mentioned above. All the headings should be in "Bold" form.
- Calculate the **Total of P and Q** using the formula in the desired cell upto two decimal places.
- Calculate the **Average of P and Q** using the formula in the desired cell upto two decimal places.
- Calculate the **Difference (Q – P)** using the formula in the desired cell upto two decimal places.
- Below the above Table in MS-Excel insert a Column Chart (2-D Clustered Column Chart) by selecting Column 1 to 3 of the Table i.e. Mobile Bill, P and Q as reproduced below



- Set the View of the MS-Excel Sheet at Page Break Preview and Page Layout at Size – A-4, Orientation – Landscape, Margin – Narrow etc. **so that the matter reproduced by them can be printed on single sheet as under:**

