**COMPUTER SKILL TEST
FOR THE POST OF LOWER DIVISION CLERK
(LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION)**

Instructions to Candidates
With
"Sample Question Paper"

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<u>Instructions about conduct of the Computer Skill Test</u>

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 passage/paragraph of about 100 words in **MS-word**, One Power Point Presentation slide 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).**

SAMPLE QUESTION PAPER FOR COMPUTER SKILL TEST

Time: 30 minutes   **Max. Marks- 50**

## MS-Power Point

Question: A   **Marks – 10**

Create a power point presentation comprising the content as mentioned the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

a) One power point slide using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide.
b) Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.
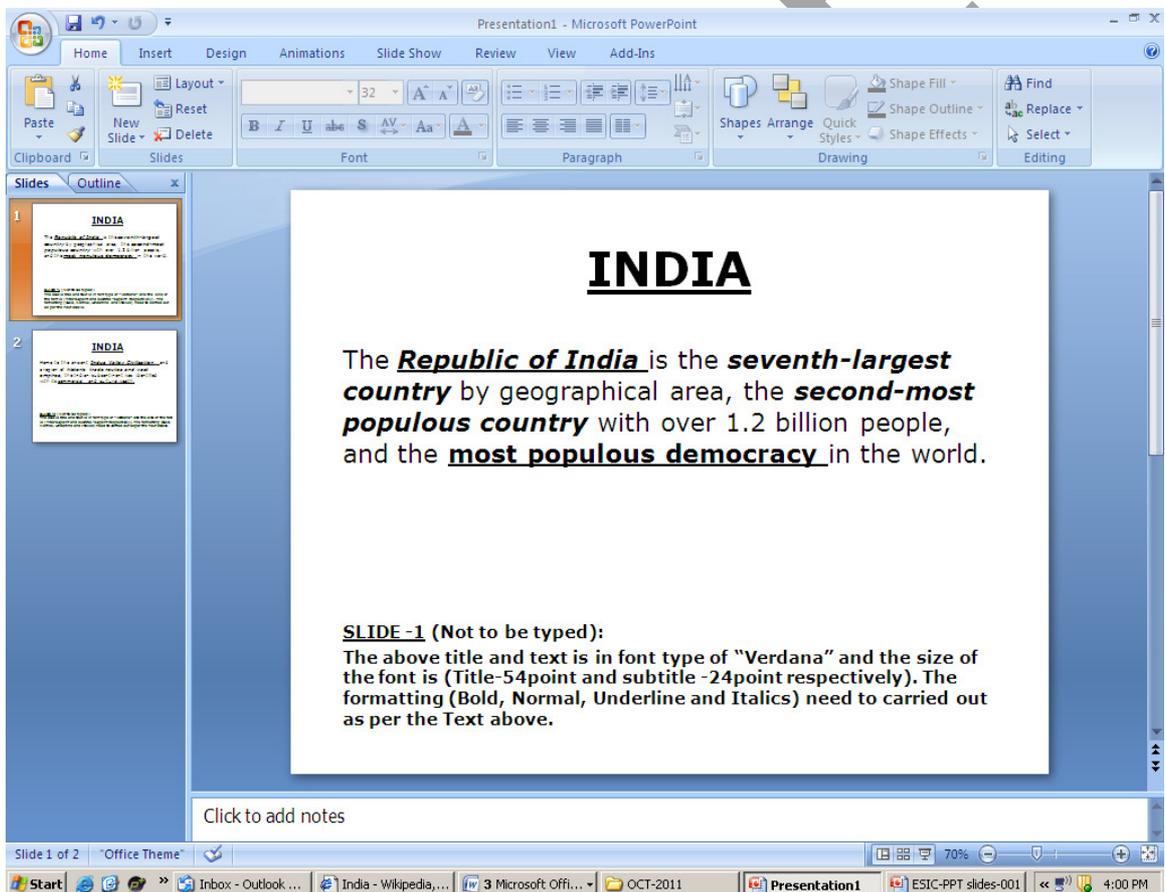
MS-Word

Question: B   **Marks-20**

Reproduce the official letter using MS Word with the font type "Verdana" as per the format and guidelines given below and save the file in correct format, Perform the following as per the sample.

Font Size "16"→ Double line spacing→ Font Size "12"→	<u>**Social Security Benefits**</u> Employees covered under the Scheme are entitled to medical facilities for self and dependants. ***They are also entitled to cash benefits in the event of specified contingencies resulting in loss of wages or earning capacity.*** The insured women are entitled to maternity benefits for confinement. Where death of an insured employee occurred due to employment injury or occupational disease, the dependents are entitled to family pension – the dependents' benefits. <u>**Various other benefits that the insured employees and their dependants are entitled to, are provided under ESI Scheme.**</u>

MS-Excel

Question C   **Marks-20**

Reproduce the following data in the Ms-Excel sheet with Center alignment, Bold , Grid line, bold outside border and Perform the Calculation using formula in Ms –Excel sheet.

Name	A	B	Total (A+B)
E	4800	6000	
F	5000	4500	
G	5800	5000	
H	4600	3200	

a) Create the Excel sheet using Ms-Excel. Reproduce the heading of each of the column as mentioned in the Sample. All the heading should in Bold.
b) Calculate the total of A and B using the formula in the desired cell.