

**SCHEME OF EXAMINATION (PRACTICAL TYPE)**

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying marks		
			SC/ST/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software	30	50	15	17.5	20

**SYLLABUS**

The test shall comprise the following four parts:

Name of the part	Name of the Question to be answered	Marks
Part A	Example: Typing a letter/passage/paragraph ( about 100-150 words ) in MS-Word	15
Part B	Example: Preparation of a Table/Graph in MS-Excel	10
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	10
Part D	Example: Creation and manipulation of data bases.	10
Part E	Example: Displaying the content of E-mail (Inbox).	05
<b>Total</b>		<b>50</b>

**Note:** The candidates shall be given the text / matter in the Question Paper and they must type / reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.

NAME	CONTENTS OF PART-A	MARKS
<b>WORD</b>	<ol style="list-style-type: none"> <li>Create and save a document using MS WORD               <ol style="list-style-type: none"> <li>Deletion of Character, Word, line and block of text</li> <li>Undo and redo process</li> <li>Moving, Copying and renaming</li> </ol> </li> <li>Format the Text document               <ol style="list-style-type: none"> <li>Character formatting</li> <li>Paragraph formatting</li> <li>Page formatting</li> </ol> </li> <li>Spell check the document               <ol style="list-style-type: none"> <li>Finding and Replacing of text</li> <li>Bookmarks and Searching for a Bookmarks</li> <li>Checking Spelling and Grammar automatically</li> <li>Checking Spelling and Grammar using Dictionary</li> </ol> </li> <li>Print the document               <ol style="list-style-type: none"> <li>Print Preview</li> <li>Print Dialog box</li> </ol> </li> <li>Mail Merge in Ms-word               <ol style="list-style-type: none"> <li>Create main document and data file for mail merging</li> <li>Merging the files</li> <li>From letters using mail merging</li> <li>Mailing labels using mail merging</li> </ol> </li> <li>Table creation in Ms-word               <ol style="list-style-type: none"> <li>Create a table in the document</li> <li>Add row, column to a table</li> <li>Changing column width and row height.</li> <li>Merge, split cells of table.</li> <li>Use formulae in tables.</li> <li>sorting data in a table.</li> <li>formatting a table.</li> </ol> </li> <li>Ability to type on Qwerty key board of Computer at a speed of</li> </ol>	<b>15</b>

	at least equivalent to 30 Words per 1 minute (Lower type writing test).	
<b>NAME</b>	<b>CONTENTS OF PART-B</b>	<b>MARKS</b>
<b>EXCEL</b>	<ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel</li> <li>2. Entering Data into Worksheet</li> <li>3. Editing data of Worksheet</li> <li>4. Formatting the text in the cells</li> <li>5. Formatting the numbers in the cells.</li> <li>6. Formatting cells.</li> <li>7. Copying format of cell along with data format.</li> <li>8. Changing the height and width of cells.</li> <li>9. Freezing Titles, splitting screen</li> <li>10. Enter formulae for calculation in the cells.</li> <li>11. Copying the formula over a range of cells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using Chart Wizard.</li> <li>14. Format graphs in Excel.</li> <li>15. Printing of worksheet.</li> </ol>	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-C</b>	<b>MARKS</b>
<b>POWER POINT</b>	<ol style="list-style-type: none"> <li>1. Create and save a new presentation using MS Power Point <ul style="list-style-type: none"> <li>• layout of opening screen in Power Point</li> <li>• the tool bars in MS Power Point</li> </ul> </li> <li>2. Choose Auto Layout for a new slide.</li> <li>3. Insert text and pictures into a blank slide.</li> <li>4. Insert new slides into the presentation.</li> <li>5. Apply slide transition effects.</li> <li>6. Slide show.</li> <li>7. Set animation to text and pictures in a slide</li> <li>8. Set the sounds, order and timing for animation.</li> </ol>	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-D</b>	<b>MARKS</b>
<b>ACCESS</b>	Creation and manipulation of data bases	<b>10</b>
<b>NAME</b>	<b>CONTENTS OF PART-E</b>	<b>MARKS</b>
<b>INTERNET</b>	<ol style="list-style-type: none"> <li>1. Browse the Net using Browsers software (Internet Explorer, Mozilla Firefox, Google Chrome etc.).</li> <li>2. Search the Web using Search Engines.</li> <li>3. Create an E-mail account.</li> <li>4. Send and receive E-mail.</li> <li>5. E-commerce transactions.</li> <li>6. Web content uploading.</li> <li>7. Ability to operate Mac OS / pages / key note / Numbers.</li> </ol>	<b>05</b>
<b>GRAND TOTAL</b>		<b>50</b>