भारतीय विमानपत्तन प्राधिकरण
क्षेत्रीय मुख्यालय ,उत्तर पूर्वी क्षेत्र ,गुवाहाटी
मानव संसाधन विभाग
Airports Authority of India
Regional HQ, North Eastern Region, Guwahati
Department of HRM

TOPICS FOR COMPUTER LITERACY TEST FOR THE POST OF SENIOR ASSISTANT (ACCOUNTS)

Under Advt. No.01/2023/DR/NER

Sl. No	Software	Topics
1.	MS-Word	➢ Create & Manage Documents(Templates, page setup, Designs, header, footers, background, hyperlinks, bookmark, printing options) ➢ Format Text, Paragraph & Sections ➢ Creating Tables & Lists ➢ Insert & Format Graphic Elements ➢ Manage Document Changes & Security ➢ Mail Merge operations
2.	MS-Power Point	➢ Create, Format & Manage Presentation using different views. ➢ Insert & format text, shapes, images, tables, charts, Smart Art & Media. ➢ Use of Themes, Transition & Animations.
3.	MS-Excel	➢ Create, Format & Manage Worksheets & Workbooks options & Settings. ➢ Apply Custom Data Formats & Validations ➢ Apply Conditional Formatting & Filtering. ➢ Create & Manage Tables Styles, Sort & Filter ➢ Perform operations with Formulas & Functions (Basics of Math's, Logical, Text, statistical, Date Time & Lookup Functions). ➢ Create, Format & Manage charts, shapes & objects. ➢ Create & Manage Pivot Tables & Pivot Charts.

Test duration - 2 hours and Exam shall be qualifying in nature.

The Details regarding Time/Date/Venue etc. for the Computer Literacy Test and Document Verification Process will be intimated to the shortlisted candidates as per result declared on 1/8/2024 on their registered E-mail IDs.