

ADRE 2.0 MOCK SKILL TEST QUESTION PAPER-1

Do the following on Microsoft Word: 5

1. Type the following paragraph.

The Role of Technology in Education

Technology has transformed the way we teach and learn. With the advent of digital tools, students have access to a vast amount of information online. Interactive white boards, educational apps, and online classes are now common in classrooms. Teachers can use multimedia presentations to make lessons more engaging. Moreover, e-learning platforms allow students to learn at their own place. Despite challenges like digital divide, the impact of technology on education is largely positive. It promotes better understanding, collaboration, and flexibility in learning.

2. Apply the following formatting:

1. Make the heading bold, centre-aligned, and set font size to 16.
2. Set the paragraph font to Calibri, font size 12.
3. Apply 1.5-line spacing to the entire paragraph.
4. Justify the paragraph alignment.
5. Highlight the words “digital tools”, “e-learning”, and “collaboration”, with yellow.
6. Add page border.
7. Add a header: “ADRE SKILL test Practice – Word Task”.
8. Add a footer with today’s date on the left and page number on the right.
9. Save the file as both .docx and .pdf

Do the following on Microsoft Excel: 10

1. Open MS Excel and Create the following table structure:

Employee ID	Name	Basic Pay	HRA(20%)	DA(10%)	Gross Salary	Tax(5%)	Net Salary
1001	Rajesh Das	25000					
1002	Sneha Roy	30000					
1003	Amit Sharma	28000					
1004	Tina Das	26000					
1005	Tapan Gogoi	32000					

Formatting Instructions:

- a) Make headers bold and fill with light grey.
- b) Use Indian currency format for all salary
- c) Apply border to the full table
- d) Highlight Net Salary above 30000 with green fill using Conditional Formatting
- e) Centre Align all text.

Do the following on Microsoft Power point: 10

Objective: Create a short 4- slide presentation with proper formatting, design, and visuals.

Slide 1: Title Slide

2. Title: Benefits of Yoga
3. Subtitle: A healthy body begins with a healthy mind
4. Apply a professional theme like(“Gallery”, “Facet”,)

5. Add your name at the bottom as “Presented by:[Your Name]

Slide 2: Introduction to Yoga:

6. Add a short paragraph:
Yoga is an ancient practice that connects the mind, body and spirit. It helps improve flexibility, posture, and breathing.
7. Insert a relevant picture(from PC or From Online)

Slide 3: Key benefits of Yoga:

8. Add the following 4 bullet points:
9. Reduces stress and anxiety
10. Improves flexibility and balance
11. Enhances concentration
12. Boosts Immunity

Slide 4: Conclusion:

13. Text: Practicing yoga regularly ca transforms your physical and mental health. Make it a part of your daily routine!
14. Add a thank you Message.
15. Insert Relevant icon or symphol.

Formatting to be done:

1. Use slide transitions between each slide.
2. Use animations for bullet points.
3. Maintain consistent font size and color.
4. Apply header alignment (Centre)
5. Save your presentation as (.pptx also export as .pdf)