

## Computer Proficiency Test

DO NOT WRITE ANY THING ON THIS PAPER

Time: 30 Minutes

Max. Marks: 50

### Instructions:

1. Create one Folder on Desktop with your name.
2. Save the 4 work files Word, Excel, Powerpoint and Access on your name in your Folder.
3. Print the output of 4 work files separately to A4 size PDF files on your name in your Folder.
4. Answer all the questions.

### WORD

Question – 1	Marks: 8
Reproduce the following official letter using MS-Word with the following settings. a. Set Page Layout as A4, Orientation Portrait. Use Garamond Font and size 12, line spacing 1.5 b. Formatting of text, paragraphs, etc., should be the same as given in the letter. c. Save the Word file and print the output to PDF file in your folder.	

### GOVERNMENT OF ANDHRA PRADESH ABSTRACT

HOLIDAYS – Public Holidays under Negotiable Instruments Act, 1881

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### GENERAL ADMINISTRATIONS (ELECTIONS.A3) DEPARTMENT

G.O.Rt.No.627

Dated: 22.03.2024

Read the following:

### ORDER:

Under the “Explanation” to Section 25 of the Negotiable Instruments Act, 1881 (*Central Act XXVI of 1881*) read with Government of India, Ministry of Home Affairs, Notification No. 20/25/56 Public-I, Dated: 8<sup>th</sup> June, 1957, the Government of Andhra Pradesh State, hereby, declares the day of Poll for Legislative Assembly of Andhra Pradesh, 2024 & Lok Sabha 2024 i.e., 13<sup>th</sup> May 2024 (Monday) to be a Public Holiday under Negotiable Instruments Act, 1881, in the state.

**Dr K S JAWAHAR REDDY**  
**CHIEF SECRETARY TO GOVERNMENT**

Question – 2	Marks: 12
Reproduce the following as Letter and generate 5 documents from Excel Data by using Mail Merge. a. Set Page Layout as A4, Orientation Portrait. Use Arial Font and size 12, line spacing 1.5 b. Formatting of text, paragraphs, etc., should be the same as given in the letter. c. Save the Word file and print the output to PDF file in your folder.	

### XYZ Company

To

*Place Name field here*

*Place Address field here*

You are selected in our organization and requested to join on or before 30-11-2024.

**HR Department**

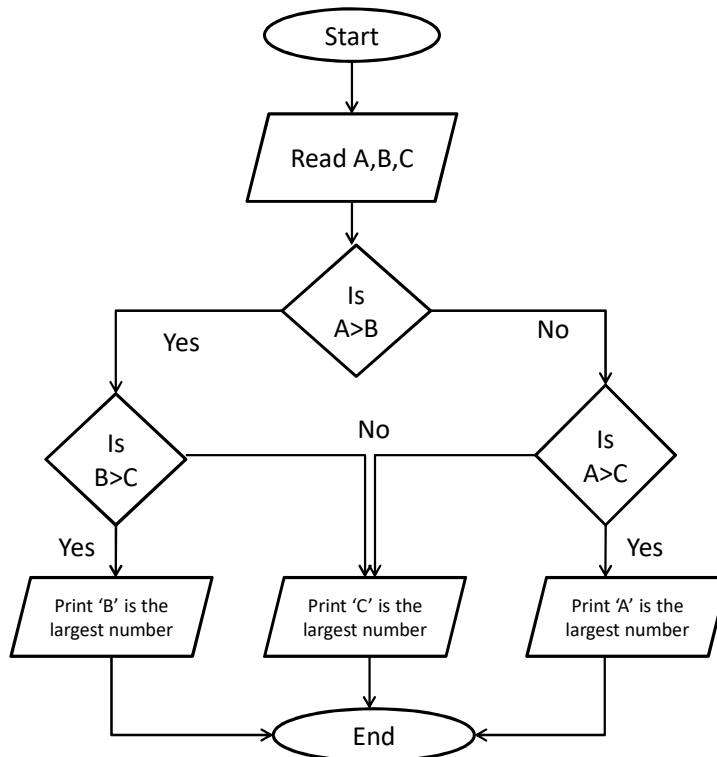
## EXCEL

Question – 3	Marks : 15
<p>Reproduce the following data exactly in EXCEL with the following settings</p> <p>a. Set Page Layout as A4 and Orientation to Portrait. Use Verdana Font size 9 for heading line and Garamond Font size 11 for the remaining table.</p> <p>b. Alignment of the text, style, gridlines for the tables as shown in the given table.</p> <p>c. Enter formulae to calculate Amount and for Amount greater than 500000 then Grade is “Expensive” otherwise “Lets Buy It”.</p> <p>d. Save the Excel file and print the output to PDF file in your folder.</p>	

S.No.	Items	Qty	Rate	Amount	Grade
1	AC	20	35000	700000	Expensive
2	Fridge	28	28000	?	?
3	Cooler	15	15000	?	?
4	Washing Machine	11	13600	?	?
5	TV	14	23000	?	?
6	Fan	18	3000	?	?
7	Computer	12	12000	?	?
8	Printer	17	4500	?	?

## POWERPOINT

Question – 4	Marks: 10
<p>Reproduce the following Slide using POWERPOINT with the following settings.</p> <p>a. The title line should be in Calibri font and size 32.</p> <p>b. Rest of the matter in slide should be in Garamond Font and size 20.</p> <p>c. Save the Powerpoint file and print the Slide to PDF file in your folder.</p>	



**INTERNET**

Question – 5	Marks : 5
a. Print the website page as PDF file b. Save the steps to be performed as WORD file	

1. Print the G2C services reports in Mee Seva portal of Andhra Pradesh as pdf.
2. Print the steps to be performed in creating a personal e-mail address, prepare, send and receive an e-mail.

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