

SYLLABUS for COMPUTER TEST

1. Category-I : (HSSLC/HSSLC in Science):

Syllabus for MS-Word :

- Document creation
- Basic formatting
- Editing
- Alignment and Printing

Syllabus for MS-Excel :

- Basic functionalities of Excel
- Basic formulae
- Alignment and Printing

Syllabus for MS-Power Point

- Document creation
- Basic formatting
- Alignment and Printing.

2. Category-II: (Bachelor Degree):

Syllabus for MS-Word:

- Document creation
- Formatting Document
- Table creation and Editing
- Alignment and Printing

Syllabus for MS-Excel.:

- Intermediate level formatting
- Intermediate formulae
- Conditional maths and validation
- Alignment and Printing

Syllabus for MS-Power Point.:

- Document creation
- Intermediate formatting
- Alignment and Printing

3. Category-III: (Degree with Diploma/ Library Science):

Syllabus for MS-Word:

- Document creation and editing
- Detailed formatting
- References
- Table creation and editing
- Creating numbered or bulleted list and modifying characters.
- Alignment and Printing

Syllabus for MS-Excel:

- Detailed Tables
- Detailed formulae
- Formatting and Printing
- Pivoting
- Lookup methods
- Using Chart wizards

Syllabus for MS-Power Point:

- Document creation
- Detailed formatting
- Tables, Chart
- Alignment and Printing