

Syllabus and IMPORTANT INSTRUCTIONS FOR COMPUTER APPRECIATION & APPLICATION TEST FOR THE RECRUITMENT TO THE POSTS OF STENO-TYPIST(English) (BUDGETED) advertised vide Advt. no. 1/2018

(Test for 308 candidates who were qualified in the Stenography test, list of qualified candidates already notified on university website www.kuk.ac.in)

Date of COMPUTER APPRECIATION & APPLICATION Test : 07.10.2018

Centre: University Institute of Engineering and Technology(UIET)

Date: 07.10.2018 Time: 09:00 am	Original Documents Verification of (i)Matric (ii)10+2 (iii) Graduation(iv) reserved Category BC-A/BC-B/SC/Sports Quota (ESP) / ESM / PWD (if any)	Venue: University Institute of Engineering & Technology (Room No. 100), KUK
Date: 7.10.2018 Time: 02:30 pm	Test of Computer Appreciation & Application	Venue: University Institute of Engineering & Technology, KUK
<p><u>Note: all candidates are required to bring following documents and got verified at 9:00am otherwise entry in CAA test will not be allowed:-</u></p> <p>(i) Bring all original certificates/testimonials for verification (Matric, 10+2, Graduation, reserved category (if any)) along with one set of attested copies all documents supporting your eligibility.</p> <p>(ii) Bring No Objection Certificate from your present employer (in case you are already in service in a Govt./Semi Govt. Dept./Organization)</p>		

INSTRUCTIONS FOR THE CANDIDATES FOR THE EXAMINATION:

1. Computer Appreciation & Application Test:

Max. Marks: 20

Pass Marks: 08

Time: 60 Minutes.

The Question Paper will consists of 40 Multiple Choice Questions. For each question, four suggested answers will be given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 marks. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth i.e 0.125 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

2. The entry into examination hall/room shall be allowed 30 minutes before the time specified for the commencement of the examination. No candidate who is late by more than 30 minutes, shall be permitted to appear in the examination.
3. The candidates are advised to occupy their allotted seat at least 15 minutes before the start of examination.
4. Each candidate shall have to produce his/her Admit Card on demand by the Invigilator/Examination Superintendent/Observer. **No candidate will be allowed to enter into Centre without Admit Card and valid Photo ID proof. It is mandatory to handover the Admit Card to the Invigilator.**
5. A seat marked with a roll number shall be allotted to each candidate. The candidates shall be required to find out and occupy their seats allotted to them 30 minutes before the start of the test.
6. The candidate should write his/her roll number in the space provided in the Test Booklet and OMR sheet. The serial number of OMR sheet is to be written in the Test Booklet and serial number of Test Booklet is to be written on OMR Sheet.
7. No candidate shall be allowed to leave the examination hall/room till the completion of the test. No candidate shall be permitted to go to the toilet during the first and last 5 minutes of the examination.
8. **Each candidate is required to bring his/her own blue/black ball point pen. No candidate shall be allowed to use a calculator in the examination hall/room. The use of calculators & Log Tables is not permitted. Cellular Phone (Mobile), Satellite Phone, Pager or any communication device etc. are not allowed in Examination Hall under any circumstances. You should not bring these to Examination Centre, otherwise you will have to leave the same outside the Centre. The Centre Supdt.will not be responsible for any loss.**
9. The time allotted for the paper includes time required to read instructions appearing on the Test Booklet and for filling entries at the appropriate places. No extra time will be provided.
10. The candidate shall have to **return the Test Booklet alongwith the OMR Sheet to the Invigilator** before leaving the Examination Hall/Room. He/She shall not be allowed to carry any paper with him/her outside the examination hall/room under any circumstances.
11. Smoking and taking tea/refreshment etc. by the candidates in the examination hall/room is strictly prohibited.
12. Any candidate found guilty of using unfair means of any nature in the examination hall/room shall be liable to be disqualified and shall be liable to be prosecuted under the law.
13. The candidates shall have to abide by the instructions that may be announced by the Superintendent/Invigilator in the examination hall/room.
14. No TA/DA will be paid to the candidates.

MOST IMPORTANT INSTRUCTIONS FOR USE OF TEST BOOKLET AND OMR SHEET:

1. The candidate should read carefully the instructions appearing on the cover page of the Test Booklet and check that the Test Booklet and OMR Sheet supplied to him/her are not defective and if so, may secure another copy from the Invigilator in lieu of the first one. The Test Booklet should be checked with reference to page numbers, serial number of the questions, code number or damage of any kind.

2. Candidate must fill up all columns provided in the Test Booklet and OMR Sheet carefully.
3. DO NOT FOLD OR DAMAGE THE OMR RESPONSE SHEET IN ANY WAY AND DO NOT MUTILATE ANY PART OF THE SHEET TO ENSURE EVALUATION, OTHERWISE THE OMR SHEET WILL NOT BE EVALUATED. IN NO CASE, SECOND OMR SHEET WILL BE PROVIDED.
4. The Test Booklet number is to be filled in the OMR Sheet by the candidate without fail. The OMR Sheet No. is to be filled by the candidate within the space provided on the cover page of the Test Booklet. The Booklet series (i.e. A, B, C, D) is also to be filled in by the candidate in OMR Sheet.
5. If the candidate does not follow the instructions to fill up all the columns properly, the OMR sheet can not be evaluated. Any resultant loss to the candidate on the above account for not following the instructions shall be his/her responsibility.
6. Each question has four alternative responses marked as A, B, C and D. The candidate has to darken a circle which is the correct response.
For example: , if B is the correct answer.
7. All the entries must be confined to the space provided. The candidate must fill in the appropriate circle clearly with blue/black ball point pen only.
8. The candidate has to respond to the questions in the supplied OMR Response Sheet. If the darkening is done at any other place in the OMR Response Sheet, it will not be evaluated. The candidate should fill in the OMR Response Sheet after careful thought. Once marked, no change in the response shall be permitted. More than one Response is also not allowed.
9. Rough work, if any, should be done on the back side of pages of the Test Booklet, NO ROUGH WORK SHOULD BE DONE ON THE OMR SHEET.
10. **Before handing over the OMR Sheet to the Invigilator, the candidate must put his signature within the space provided for the purpose.**

Note: You may please note that this call letter does not constitute an offer of employment. The applicants should ensure that the eligibility criteria regarding educational qualification, age and other particulars furnished by them should be correct in all respects. If at any stage it is detected that the applicant does not meet with the requirements stipulated for the posts or has furnished false/incorrect information, then his/her candidature will be cancelled.

Syllabus (already given in Advertisement 1/2018) **for the test of Computer Appreciation and Application**

1.0 Introduction to Computer

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
 - 1.3.1 Advantage/Disadvantage of Computer
 - 1.3.2 History of Computer
 - 1.3.3 Generation of Computer
 - 1.3.4 Basic applications of computer

- 1.3.5 Entertainment
- 1.3.6 E-governance
- 1.4 Components of Computer System
 - 1.4.1 Central Processing Unit (CPU)
 - 1.4.2 VDU
 - 1.4.3 Keyboard and Mouse
 - 1.4.4 Other input/output Devices
 - 1.4.5 Computer Organization
 - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
 - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.5.2 Use of Mouse
 - 1.5.3 Working with left Mouse button
 - 1.5.4 Working with right Mouse Button
 - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
 - 1.6.1 Hardware
 - 1.6.2 Software
 - 1.6.2.1 Application software
 - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
 - 1.7.1 Representation of data/information concepts of data processing
 - 1.7.2 Data and Information
 - 1.7.3 Storage of Data/Information as files
- 2 Introduction to Windows**
- 2.1 Introduction
- 2.2 Objective
 - 2.3 Operating System
 - 2.3.1 What is Operating System
 - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
 - 2.4.1 User Interface
 - 2.4.2 Using Mouse and Moving Icons on the screen
 - 2.4.3 My Computer
 - 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
 - 2.4.5 Taskbar
 - 2.4.6 Status bar
 - 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
 - 2.5.1 Running an Application

- 2.5.2 Windows Explorer
- 2.5.3 Creating, deleting and Renaming of files and folders
- 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
 - 2.6.1 Control Panels
 - 2.6.2 Wall Papers and Screen Savers
 - 2.6.3 Setting the date and Sound etc.
 - 2.6.4 Using Help
 - 2.6.5 Display Properties
- 2.7 Advanced Windows
 - 2.7.1 Using Right Mouse Button
 - 2.7.2 Creating short cuts
 - 2.7.3 Basics of window set up
 - 2.7.4 Notepad
 - 2.7.5 Window Accessories
- 2.8 Using Multimedia
 - 2.8.1 Playing CD's/DVD's
 - 2.8.2 Using Media Player
 - 2.8.3 Sound Recorder
- 3 Word Processing**
- 3.1 Introduction
- 3.2 Objectives
- 3.3 Word Processing Basics
 - 3.3.1 Opening Word Processing Package
 - 3.3.2 Menu Bar
 - 3.3.3 Toolbar
 - 3.3.4 Using Help
 - 3.3.5 Using Icons below Menu Bar
- 3.4 Opening Documents and Closing Documents
 - 3.4.1 Opening Documents
 - 3.4.2 Save and Save as
 - 3.4.3 Page Setup
 - 3.4.4 Print Preview
 - 3.4.5 Printing of Documents & Other Properties
- 3.5 Display/Hiding of Paragraph Marks
 - 3.5.1 Moving Around in a Document
 - 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
 - 3.5.3 Fast Scrolling and Moving Pages
 - 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
 - 3.6.1 Creating a document
 - 3.6.2 Selecting & Moving text

- 3.6.3 Spell checking
- 3.6.4 Text Selection
- 3.6.5 Editing with cut, copy & paste
- 3.6.6 Undo & Redo
- 3.6.7 Find and Replace
- 3.6.8 Thesaurus
- 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
 - 3.7.1 Font and Size selection
 - 3.7.2 Bold, Italic, and Underline
 - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
 - 3.7.4 Bullet and Numbering
 - 3.7.5 Border and Shading, Change Case
 - 3.7.6 Working with tabs, indents & spacing
 - 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
 - 3.8.1 Concept of table, Rows, Columns and Cells
 - 3.8.2 Draw Table
 - 3.8.3 Changing cell Width and Height
 - 3.8.4 Alignment of Text in Cell
 - 3.8.5 Copying of cell
 - 3.8.6 Delete/insertion of row and columns
 - 3.8.7 Borders for table
 - 3.8.8 Deleting a table
 - 3.8.9 Splitting and merging cells
 - 3.8.10 Converting table to text
 - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
 - 3.10.1 Print Preview
 - 3.10.2 Print a selected page, etc.
 - 3.10.3 Paper Orientation
 - 3.10.4 Paper setting/ margin
- 4 Spread-Sheet**
 - 4.1 Introduction
 - 4.2 Objectives
 - 4.3 Elements of Electronics Spread Sheet
 - 4.3.1 Application/usage of Electronic Spread Sheet
 - 4.3.2 Opening of Spread Sheet
 - 4.3.3 Menu bar
 - 4.3.4 Saving Workbook
 - 4.3.5 Creation of cell and addressing of cells
 - 4.3.6 Inserting new rows & columns, worksheets
 - 4.3.7 Editing rows/columns height & width

- 4.3.8 Renaming, deleting and moving a worksheet
- 4.4 Manipulation of Cells
 - 4.4.1 Cell addressing
 - 4.4.2 Enter texts
 - 4.4.3 Numbers and Dates
 - 4.4.4 Cell Height and Width
 - 4.4.5 Copying of cells etc.
- 4.5 Formulas
 - 4.5.1 Using Formulas
 - 4.5.2 Using basic functions & formulas a cell
 - 4.5.3 Sum function
 - 4.5.4 Average
 - 4.5.5 Percentage, other functions
- 4.6 Function
 - 4.6.1 Data sorting
 - 4.6.2 Using Subtotals
 - 4.6.3 Applying filters
- 4.7 Chart
 - 4.7.1 Inserting Chart
 - 4.7.2 Formatting chart
- 4.8 Spread sheet for small accountings
 - 4.8.1 Maintaining invoices/budgets
 - 4.8.2 Totaling of various transactions
 - 4.8.3 Maintaining daily & monthly sales report
- 5. Power Point**
 - 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
 - 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.
 - 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
 - 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
 - 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
 - 5.5 Adding Head and Footer, changing slide layouts.
 - 5.6 Adding charts of different types of slide, organization chart slide show,
 - 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
 - 5.8 Using Drawing Toolbar
 - 5.9 Slide Mater View
 - 5.10 Using custom animation: Animating pictures and Text with sound effects
 - 5.11 Using page setup and printing

6. Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of internet
 - 6.3.3 Advantages of internet
 - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
 - 6.4.1 Internet Access
 - 6.4.2 Broad Band
 - 6.4.3 Dial Up
 - 6.4.4 Wi-Fi
 - 6.4.5 Troubleshooting

7. WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL Address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

8. Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing
 - 8.4.2 Mailbox: Inbox and outbox

- 8.5 Sending & Checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail
 - 8.5.3 Sending an E-mail
 - 8.5.4 Replying to an E-mail message
 - 8.5.5 Forwarding an E-mail message
 - 8.5.6 Sorting and searching emails
 - 8.5.7 Saving mails
 - 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites