Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

SKILL TEST FOR THE POST OF JUNIOR ASSISTANT

Time: 2 hours   **Total Marks: 40**

Question No.1 to 4: 10 Marks

1. Please use the given passage

The Internet, a monumental feet of engineering and collabboration, has undergone an unprecedented evoluton since its nascent origins in the late 1960's as ARPANET, a U.S. Department of Defense project aimed at maintaining commmunication ressilience during the Cold War. What began as a rudimentary, academic, packet-swtching network linking a handful of university and research mainframmes, eventually transcendedd its initial purposse, becoming a vast, interconnected global infrastructurre thanks to the development of the Transmisssion Control Protocol/Internet Protocol (TCP/IP) in the 1970s by Vint Cerf and Robert Kahn, which established a universaal digital language for disparate networks to communicate. The truee inflection point came with Tim Berners-Lee's invention of the World Wide Web (WWW) at CERN in 1989. which introduced publicly accesssible hypertext, user-friendly browsers like Mosiac, and the concept of web pages, effectively transforming the Internet from a specialized data-exchnge utility into a democratizing mass-market meduim. Todai, this "networkk of networks" profoundly permeates virtualy every faset of modern existence, having revolutionized commmerce through e-commerce giantts, decentralized access to educaton via massive open online corses (MOOCs) and digital libraries, and fundamentally reshaped human interacttion through instantaneous global communication platforms and ubiquitous social media, thereby accelerating globalization and creating a collective digital consciousnes unlike anything seen beforre. Yet, alongside these immense benefits, the Internet presents complex contemporarry challenges, including urgent concerns over data privacyy, cyberrsecurity, the rapid proliferaton of misinformationn, and the persistent digital divide, all of which require continuos, conscientiouss effort from governments, corporatons, and individuals to ensure this transformative technollogy remains a powerful force for equitable progress and sustainable global developmentt.

a) Correct the typographical errors in the above passage. Insert comment "spelling mistake" for each spelling correction you made
b) Change the font to **'Arial Black'** and the size to **14**.
c) Set the line spacing of the sentence to **1.5 lines**.
d) Apply a **blue highlight** to the words "network".
e) Track the changes made in the paragraph.

2. Create a table using the following data using EXCEL short cut key. Use appropriate menu to autofit the contents.

Name Age City Occupation

Suman 28 Chennai Engineer

Ramesh 34 Kolkata Designer

Aditya 42 Mumbai Manager

Nancy 25 Bengaluru Analyst

3. Set the document's margins to 'Narrow' (0.5 inches on all sides).

a) Change the page orientation from Portrait to **Landscape**.
b) Insert a **Page Break** after the first paragraph.
c) Insert a **Footer** on all pages that displays the **Page Number** on the right side.
d) Insert a **Watermark** with the text "**Your Name**".

4. Insert an image from your computer (any image will suffice) or use a shape (like a circle or square).

a) Set the **Text Wrapping** of the image/shape to '**Tight**'.
b) Apply a simple **border** or **style** to the image/shape.
c) Create a **hyperlink** on the text "**IITDM WEBSITE**" that links to the URL www.iitdmk.edu

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Create the above design at the end of the page

5. Use the **Mail Merge** feature to create a form letter.   **- 3 Marks**

o   Assume a data source with the fields: **First_Name**, **Last_Name**, and **City**.
o   Insert the following text into the main document and add the merge fields:

"Dear **<<First_Name>> <<Last_Name>>**, Your annual subscription has been successfully processed. We hope you enjoy your new benefits in **<<City>>**."

o   **Preview** the results for the first record.

6. Use the given Excel file in the server. Combine all the worksheets into a single worksheet using an appropriate function/ method (Don't use copy/ paste). Give a suitable heading to the combined data with your own customization of font color and style

- **3 marks**

7. Calculate the number of hours of attendance for each employee wherever possible (leave blanks) and express the hours and minutes using suitable excel function.

- **3 Marks**

8. Introduce Serial Numbers from 1 to 20 in roman form in a workbook using functions.

- **2 Marks**

9. In the given set of country names, insert the respective symbols national Flag using the Excel Menu.

India – alpha (code 945)
Bhutan- beta (code 946)
USA- gamma (code 947)
Russia- delta (code 948)
China- psi   (code 968)

- **2 Marks**

10) Use the 50-row sales dataset (Data for Q No 10 in excel file given) converted to table "SalesData". Create 2 PivotTables

- **7 Marks**

Pivot table 1: Sales performance analysis

- Rows: Region
- Columns: Date (grouped by Quarter)
- Values: Sum of Sales, Sum of Units, Calculated Field "Avg Price/Unit" = Sales/Units
- Format: Currency, 2 decimals

Pivot table 2: Product Discount Analysis

- Rows: Product
- Columns: Category
- Values: Average of Discount, Count of Units
- Show Values As: % of Grand Total for both
- Conditional Formatting: Data Bars on Discount %

11. Create a PowerPoint slide with the following attributes:

                                                   - **10 Marks**

    i.   Create a blank slide with an aspect ratio of 4:3.

    ii.   Give slide background with any color.

    iii.   Insert a Title Box. Insert the following text (IIITDM, Kanchipuram with etching effect)

    iv.   Insert Word art and insert any few words you like and provide animation effects.

    v.   Draw any shape. Insert the shape, provide facility within the shape to open another file documents.

    vi.   Type Thank You at the end of the slide and provide Transition effect.

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