

Computer Proficiency Test

Application No.:

Time: 90 Minutes

Max. Marks: 50

Part-A (20 Marks)

Question No.1:

- (a) Open a new MS-Word Document and create a table as similar to the table shown below:

Enter your Application No. _____					
Alpha Beta Computers Pvt. Ltd. 1 st Cross, Vivekanandha Street, Attur, Salem-620153, Tamil Nadu. PAN: AAABB0000M, GST: 32AAABB0000M1Z5				Proforma Invoice Date: Invoice No: Due Date:	
Seller Information			Buyer Information		
Name:			Name:		
Company:			Company:		
Address:			Address:		
Pin Code:			Pin Code:		
GSTIN:			GSTIN:		
ID	Description	Unit	Quantity	Unit Price	Total
(A)	(B)	(C)	(D)	(E)	(F)
P001	Item-01	1 Kg.	2	7000	
P002	Item-02	1 Litre	5	2000	
P003	Item-03	100 gms	9	6000	
P004	Item-04	1 No	20	8000	
P005	Item-05	500 gms	3	5000	
Amount in Words (J):				Total (G)	
				GST Rate	12.00%
				GST Amount (H)	
				Shipping Charge	2000.00
				Grand Total (I)	

- (b) Complete the calculation at Total column (F), Sub-total (G), GST Amount (H) and Grand Total (I) & Fill Amount in Words (J).
- (c) Save the file in the Desktop. The file name is 'Exercise1' suffixed with your application number (if your application number is 2301AA000 then, filename should be 'Exercise1_2301AA000'). After saving the file, close the document.

Question No.2:

- (a) Create another new MS-Word Document.
- (b) In the first page of the Word Document, create the following hyperlinks line by line:

Text to display	Address
Google	www.google.com
Twitter	www.twitter.com
Instagram	www.instagram.com

- (c) In the second page of the Word Document, create a table with a header row and 60 rows. Type 'Sl. No' in the header row and fill the remaining rows with the numbers from 1 to 60 serially. Change the layout of the table into 3 columns. Repeat the header row at top of each column.
- (d) Save the file in the Desktop. The file name is 'Exercise2' suffixed with your application number (if your application number is 2301AA000 then, filename should be 'Exercise2_2301AA000'). After saving the file, close the document.

Part-B (20 Marks)

Question No. 3:

- Open Excel Workbook titled 'Exercise3.xlsx' in the Desktop.
- You may see the two spreadsheets in the Workbook titled 'Data' and 'Exercise_Page'.
- Complete all the exercises available in the spreadsheet 'Exercise_Page' in the respective cells.
- Upon completion, Insert Pivot table as detailed below:
 - Range: Entire rows available in the 'Data' Spreadsheet.
 - Pivot table to be placed in: New Spreadsheet. Rename the new sheet as 'Pivot_Table'.
 - Create a report (showing 'Department'-wise) indicating the number of male, female and total employees whose country is 'United States'.
- Save the Excel File and close the workbook.

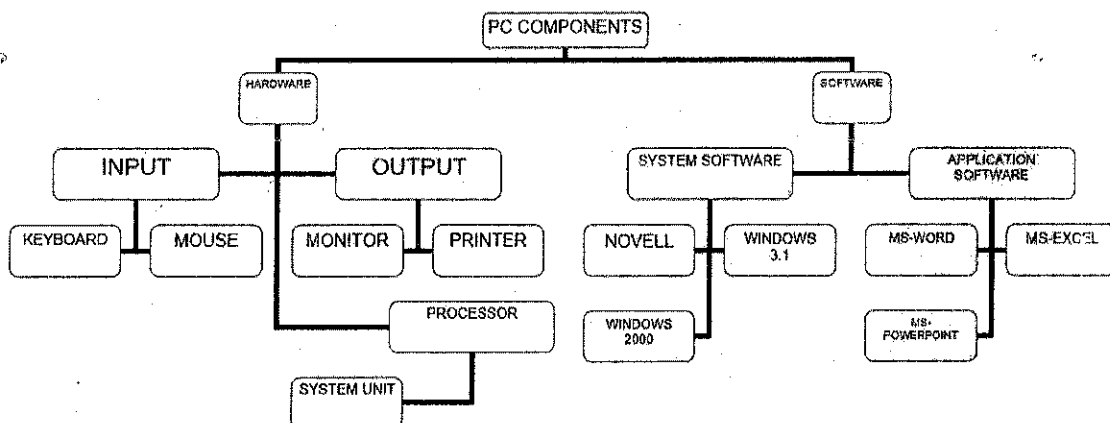
Part-C (10 Marks)

Question No. 4:

- Open a new blank PowerPoint Presentation. Using the 'Title Only' slide, add 'Junior Assistant' as Title and your application number as sub-title.
- Insert a new slide and change the layout into 'Two Contents'. Type 'Slide1' as Title and Insert any picture in the left-side placeholder. Create the following table in the right-side placeholder.

Text to display	Address
Google	www.google.com
Twitter	www.twitter.com
Instagram	www.instagram.com

- Insert a new slide and change the layout into 'Title and Content'. Type 'PC Components' as Title and Create the following chart in the Content.



- Save the file in the Desktop. The file name is 'Presentation1' suffixed with your application number (if your application number is 2301AA000 then, filename should be 'Presentation1_2301AA000'). After saving the file, close the Presentation.

Question No. 3 (Exercises)**Application Number:**

- (a) Using the suitable Excel Formula, find the Department of the employee who is having the EEID='E00005' from the rows available in the Data Sheet.

Your answer:

Formula Used:

- (b) Using the suitable Excel Formula, find the total number of persons with Job Title of 'Director' from the rows available in the Data Sheet.

Your answer:

Formula Used:

- (c) Using the suitable Excel Formula, find the 'Full Name' of the person whose 'Annual Salary' is equal to 40124, from the rows available in the Data Sheet.

Your answer:

Formula Used:

- (d) The Date of Birth of persons are given below. Calculate their age as 01.11.2023 using excel formula in the prescribed format given below.

Person	DOB	Age as on 01.11.2023			Formula used:
		Years	Months	Days	
AAA	23-06-1984				Year
BBB	05-04-1989				Month
CCC	29-04-2015				Days
DDD	14-02-2018				

- (e) Using the suitable Excel Formula, Calculate the sum of 'Annual Salary' for all the persons working in the Department 'IT', from the rows available in the Data Sheet.

Your answer:

Formula Used:

- (f) The marks obtained by the students in an examination is listed below. If a student scores more than 75, his grade is 'A', if score is between 50 and 75, his grade is 'B' and if score is less than 50, his grade is 'C'. Find the Grade of each student using suitable excel formula

Student	Score	Grade
AAA	45	
BBB	92	
CCC	66	

Formula used