

ANNEXURE-I

ANDHRA PRADESH PUBLIC SERVICE COMMISSION:VIJAYAWADA

Scheme & Syllabus for the qualifying test i.e. "PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE"

SCHEME OF EXAMINATION (Practical Type)

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying marks		
			SC/ST/PH	B.C's	O.C's
PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE	30	50	15	17.5	20

SYLLABUS

The test shall comprise the following four parts:

NAME	CONTENTS OF PART-A	MARKS
MS-WORD	<ol style="list-style-type: none">1. Create and save a document using MS WORD<ol style="list-style-type: none">a. Deletion of Character, Word, line and block of textb. Undo and redo processc. Moving, Copying and renaming2. Format the Text document<ol style="list-style-type: none">a. Character formattingb. Paragraph formattingc. Page formatting3. Spell check the document<ol style="list-style-type: none">a. Finding and Replacing of textb. Bookmarks and Searching for a Bookmarksc. Checking Spelling and Grammar automaticallyd. Checking Spelling and Grammar using Dictionary4. Print the document<ol style="list-style-type: none">a. Print Previewb. Print Dialog box5. Mail Merge in Ms-word<ol style="list-style-type: none">a. Create main document and data file for mail mergingb. Merging the filesc. Form letters using mail mergingd. Mailing labels using mail merging6. Table creation in Ms-word<ol style="list-style-type: none">a. Create a table in the documentb. Add row, column to a tablec. Changing column width and row height.d. Merge, split cells of table.e. Use formulae in tables.f. sorting data in a table.g. formatting a table.7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test).	15

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NAME	CONTENTS OF PART-B	MARKS
MS-EXCEL	<ol style="list-style-type: none"> 1. Create and save a new work book in Excel 2. Entering Data into Worksheet 3. Editing data of Worksheet 4. Formatting the text in the cells 5. Formatting the numbers in the cells. 6. Formatting cells. 7. Copying format of cell along with data format. 8. Changing the height and width of cells. 9. Freezing Titles, splitting screen 10. Enter formulae for calculation in the cells. 11. Copying the formula over a range of cells. 12. Inserting built-in functions in to the cells. 13. Create graphs for the data using Chart Wizard. 14. Format graphs in Excel. 15. printing of work sheet. 	10
NAME	CONTENTS OF PART-C	MARKS
POWER POINT	<ol style="list-style-type: none"> 1. Create and save a new presentation using MS Power Point <ul style="list-style-type: none"> <input type="checkbox"/> layout of opening screen in Power Point <input type="checkbox"/> the tool bars in MS Power Point 2. Choose Auto Layout for a new slide. 3. Insert text and pictures into a blank slide. 4. Insert new slides into the presentation. 5. Apply slide transition effects. 6. Slide show. 7. Set animation to text and pictures in a slide 8. Set the sounds, order and timing for animation 	10
NAME	CONTENTS OF PART-D	MARKS
MS-Access	Creation and manipulation of data bases	10
NAME	CONTENTS OF PART-E	MARKS
Internet	<ol style="list-style-type: none"> 1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,). 2. Search the Web using Search Engines. 3. Create an E-mail account. 4. Send and receive E-mail. 5. E-commerce transactions. 6. Web content uploading. 7. Ability to operate Mac OS / pages / key note / Numbers 	05

Sd/-
Secretary.