

Syllabus for Objective-Type Written Test

PART I: Fundamentals of computer

- Computer Hardware.
- Computer Software.
- Operating Systems.
- I/O Devices.
- File Management through Windows Explorer
- Internet and its uses.

PART II: MS EXCEL

- Spreadsheet & its Applications, opening spreadsheet, Menus & Toolbars & icons, Shortcuts.
- Rows, Columns & Cells, Referring cells and selecting cells.
- Setting Formula, finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division and Exponentiation).
- Sheet name, Row & Column headers.
- Sorting, Filtering, Validation, Consolidation, Subtotal, Creating Charts, Selecting charts, Formatting charts.

PART III: MS WORD

- Introduction to MSWord, Menus, Shortcuts, Document types.
- Opening Files – New & Existing, Saving Files.
- Editing text documents: Inserting, Deleting, Cut, Copy, paste, Undo, Redo, Find, Search, Replace.
- Using Toolbars.
- Setting Font Styles Font selection – style, size, colour etc.
- Creating Tables and inserting pictures in MS Word

PART IV: MS POWERPOINT

- Opening new Presentation, Different presentation templates, setting backgrounds, selecting presentation layouts.
- Creating a presentation setting presentation style, Adding Text to the presentation.
- Formatting a presentation Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide background, Slide layout.
- Adding Graphics to the presentation Inserting pictures, movies, tables, etc. into the presentation.
- Adding animation and transition effects to the presentation.