SAMPLE TEST PAPER

Computer Skill Test for Project Computer Operator

Duration:60 Minutes

Instructions: Save the files on the Desktop with the filename as **"your name"** for ex**: xYZsharma.xlsx.** or**XYZsharma.Docx**. Add Header (your name) and Footer (Date and Page no.) in your files. **Total Marks 100**

MicrosoftWord

Q. 1Type the following text in MS-word Document.**(25 Marks)**

The third row of the keyboard is a celebrity in our midst. The Q-W-E-R-T-Y row.

The keys of early typewriters were, sensibly enough, laid out in alphabetical order. The impetus for change was not exactly the yearning for blistering speed that has brought us together here today, but rather necessity. Early typewriters were mechanical and prone to jamming. The QWERTY layout solved that problem by spreading the popular keys across the board, inadvertently creating an ideal layout for distributing the effort of typing to all ten fingers rather than the traditional hunt and peck method. Progress and fate hand in hand once more.

- The **left index finger** will control the R and T keys, the **right index finger** will control the Y and Ukeys.
- The **left middle finger** will control the E key, the **right middle finger** will control the I key.
- The **left ring finger** will control the W key, the **right ring finger** will control the O key.
- The **left little finger** will control the Q key, the **right little finger** will control the P key.

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

In our last lesson we learned the locations of the **home row** keys, enough in themselves to allow us to type some words without looking at the keyboard already.

The QWERTY row, as well as being the most celebrated on the keyboard is also the hardest working. Four of the five vowels, E-I-O-U are to be found in this row. After completing the second lesson you should discover that you are already well on the way to being a touch typist and your fingers are becoming ever more adept at finding the right key without your conscious thought.

Before you begin typing make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level.

As before, you may find it helpful to *quietly* say the name of the key as you strike it. Don't let your mistakes cause you to lose heart, touch-typing is a skill that can be learned by practice.

Q. 2.**Type the following table as given below:(25 Marks)**

INSTRUCTIONAL ACTIVITIES

|	Instructional Activities	Relevancy	Resources
6.	- Distribute **Independent Practice: Table Formatting** to students and instruct them to complete the activity as directed - Monitor students while they complete the activity and assist as needed - Once students have completed the activity, follow up with the question, "What purpose do you think tables serve?"	Helps students **UNDERSTAND (B2)** the purpose and components of tables through independent practice, application, discussion, and reflection	- Independent Practice: Table Formatting activity - Table Formatting Rubric
Reinforcement activities may be found in Less. 5, ex. 4 & 9 of Glencoe Microsoft Office 2003 (for tables)			
7.	**Preparation:** Distribute the **Guided Practice: Page Formatting file** to students *ELECTRONICALLY* - Distribute **Guided Practice: Page Formatting Instructions** to students - Using a digital projector, discuss and demonstrate the page formatting as directed while students follow along at their computers - Discuss **why** each format is applied - For example, paragraph headings are used to describe the main topic of the paragraph to which they are attached	Helps students **UNDERSTAND (B2)** how to format pages	☐ 3.01 Documents/GP Page Formatting ☐ 3.01 Documents/GP Page Formatting key - Guided Practice: Page Formatting Instructions and key
8.	**Preparation:** Distribute the **IP Page Formatting** file to students *ELECTRONICALLY* (located in the 3.01 Documents folder) - Distribute the **Independent Practice: Page Formatting Instructions** to students - Instruct students to complete the activity independently - Facilitate/provide assistance as needed - Using questions at the end of the activity facilitate a class discussion - Instruct students how to save and submit their work	Helps students **UNDERSTAND (B2)** formats used in business documents	☐ 3.01/ Documents/IP Page Formatting ☐ 3.01/ Documents/IP Page Formatting key - Independent Practice: Page Formatting Instructions, Questions, and key

Que – 3 Microsoft Excel: Microsoft Excel: Create the following spreadsheet and format it as the sample below.

1. Create formula to calculate Total sale month wise and display in E column.

	A	B	C	D
1	Month	Desktops	Laptops	Tablets
2	Jan	80	30	10
3	Feb	45	25	15
4	Mar	25	35	20
5	Apr	20	50	35
6	May	10	45	60
7	Jun	5	55	95

Create the given below line chart from the above table.   (**25 Marks**)
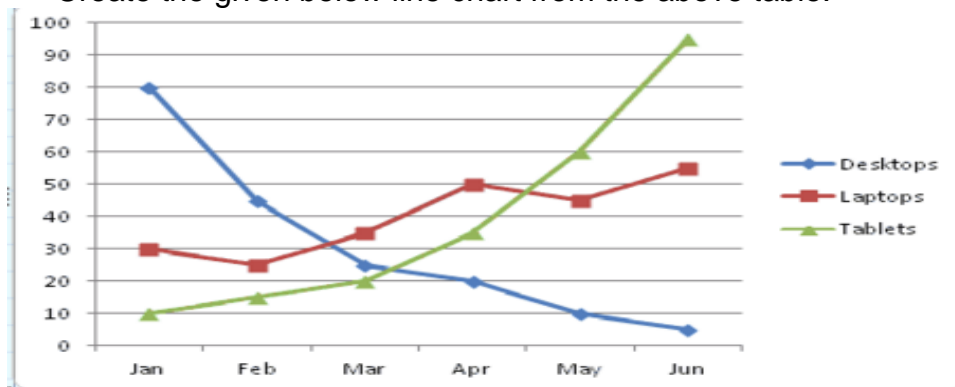
Que – 4 Microsoft Excel:
Read the passage carefully and answer the questions using suitable formulas.

Below are data for the median family income in the United States by Race and Hispanic Origin, for the years 1972-1987. The data are in current dollars.

1. Convert the current dollar figures into constant dollars (i.e., control for inflation). The formula for converting constant dollars into current dollars is:

constant dollars = current dollars/(CPI-U * 0.01)

Calculate constant dollars for each of the categories: All Families, White, Black, and Hispanic. (The CPI-U figures have a 1982-84 as the base year. Therefore, the constant dollars will be in 1982-84 dollars.)

2. Create one line graph to compare the trends for the three racial/ethnic groups (i.e., White, Black, Hispanic) (use the constant dollar figures).

3. Create a memo in Word comparing the trend for median family income for the three groups over the past 15 years. Import your graph into your Word memo.

Save your documents with the filename: INCxxx (where xxx are your initials). (Note: You should save two files. One should be an EXCEL document and the other should be a Word document.)

Median Family Income by Race and Hispanic Origin, 1960-87
(in current dollars)

Year	All Families	White	Black	Hispanic	CPI-U
1972	11116	11549	6864	8183	41.8
1973	12051	12595	7269	8715	44.4
1974	12902	13408	8006	9540	49.3
1975	13719	14268	8779	9551	53.8
1976	14958	15537	9242	10259	56.9
1977	16009	16740	9563	11421	60.6
1978	17640	18368	10879	12566	65.2
1979	19587	20439	11574	14169	72.6
1980	21023	21904	12674	14716	82.4
1981	22388	23517	13266	16401	90.9
1982	23433	24603	13598	16227	96.5
1983	24674	25837	14561	16930	99.6
1984	26433	27686	15431	18832	103.9
1985	27735	29152	16786	19027	107.6
1986	29458	30809	17604	19995	109.6
1987	30853	32274	18098	20306	113.6