SAMPLE TEST PAPER

Computer Skill Test for Project Computer Operator

Duration: 60 Minutes

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

How can a typing test help me?

Do you want to learn how to type fast. Key Hero is a typing test but it's also really good if you want to learn touch typing or other techniques to type faster. I personally,,,,, touch type using the colemak keyboard layout. I find this layout very comfortable. It helps reducing finger movements when you type ;;;and tries to improve certain problem found with the Dvorak keyboard layout.

There are a couple of layout you can choose from if you are not happy with the default qwerty keyboard layout. You can find out about this topic on the wikipedia page.

A lot of apps have been written to help people improve their typing skills. The difference between Key Hero and the other applications is that it's an online *free solution. You won't have to install a thing. You just need any web browser and flash player to start improving your typing skills. Another important feature of the site is all the performance stats. When you are a registered user, you can view a chart of your typing tests and see how you are improving.* You can also see your accuracy and how you have progressed.

You can get rid of typing software and half baked typing games. Key Hero has everything you need to make you into an A-class typing master.

You will soon speed up your typing if you use the site regularly. I believe that if you practice 5 minutes per day during a month you will greatly improve your speed. Your wpm can 7&&& easily go from 15 wpm to 40 wpm. Trust me this free typing test is good. Whether you are a good typist or not, it will help you get better. Any increase in your typing speed will help you have a better experience when you are using computers.

I have tested many games before ***I decided to create my own. The typing games I found aren't*** very good. Some of them might be fun for a while but they are not really helping you become a better typist. The problem is that they encourage bad habits. Many of them don't take into account the mistakes you make. For example, let's say you have a game where letters are falling and you have to type them as fast as possible. What's happening when you make a mistake, nothing! You don't have to hit delete to fix your errors. This is just stupid because if you write an email and make some errors while typing, you have to fix them. Those game don't mirror what you are doing.

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

DO NOW: Backpacks away, silently work on catalyst: **Homework:**

Within a CEL paragraph, what is the LINK part of the paragraph?

TABLE OF CONTENTS:

Unit 1: Atomic Theory and the Periodic Table

Pg	Left	Right
12	Concept Bubble Map (HW)	Vocab Table
13	Unit 1 Practice Questions	Notes: The Octet Rule & P. Table
14	Secret Agent Puzzle	Notes: Periodic Trends
15	Unit 1 Practice Q's Part 2	Podcast 4 Square
16	Quickwrites, Summary	Notes: Sources of Energy
17	Practice Questions	Notes: Radioactive Decay
18	EM Spectrum Discoveries	Notes: EM Radiation
19	EM Wave Calculations	Notes: EM Radiation (Part 2)
20	Error Walk Around Work	Error Walk Around Work

Que-3   Microsoft Excel:

Perform the following exercise in MS Excel and answer the given below questions using suitable formulaes

1. Calculate the total number of pedestrian fatalities that occurred during weekdays. Calculate the percent of all weekday fatalities that occurred during each of the given times of day.
2. Calculate the total number of pedestrian fatalities that occurred during weekends. Calculate the percent of all weekday fatalities that occurred during each of the given times of day.
3. Calculate the total number of fatalities that occurred during each time of day (i.e., add weekday and weekend fatalities for each time of day). Calculate the percent of all pedestrian fatalities that occur during each time of day (weekdays and weekends combined).
4. Format your percentage data so that percentage signs and only one decimal place is shown.
5. Create a bar graph for the percent of all fatalities by the time of day (i.e., the figures in column G).
6. Create a memo in Word describing the most dangerous times of day and the least dangerous times of day for pedestrians.
7. Import your completed spreadsheet into your memo.
8. Import your bar graph into your memo.
9. Save your Excel and Word documents with the filename PEDxxx (where xxx are your initials).

Pedestrians Killed by Time of Day and Day of Week

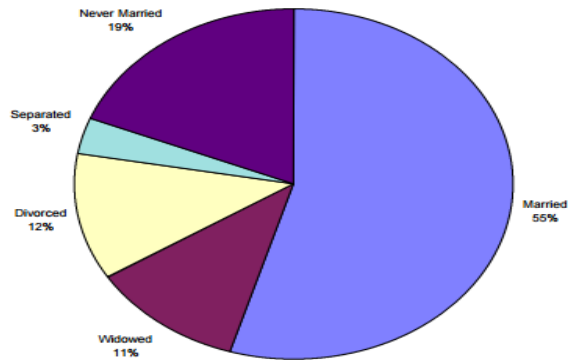|	Day of Week					
	Weekday		Weekend		Total	
Time of Day	Number	Percent	Number	Percent	Number	Percent
12:00-2:59 a.m.	188		450			
3:00-5:59 a.m.	142		211			
6:00-8:59 a.m.	346		63			
9:00-11:59 a.m.	281		96			
12:00-2:59 p.m.	382		98			
3:00-5:59 p.m.	601		159			
6:00-8:59 p.m.	694		665			
9:00-11:59 p.m.	470		592			
Total						

Que-4   Microsoft Excel:

Create the worksheet in MS Excel and draw the given charts using given data .

Creating the Worksheet:

1. Enter the information in the worksheet below.

	A	B	C	D	E	F	G	H	I	J	K
1	Distributions of Selected General Social Survey Questions										
2											
3	QUESTION #1				QUESTION #2				QUESTION #3		
4					Marital				Church		
5	Gender	Freq.	Percent		Status	Freq.	Percent		Attendance	Freq.	Percent
6	Male	641			Married	802			Never	173	
7	Female	825			Widowed	167			Less than once a year	97	
8	Total				Divorced	170			Once or twice a year	205	
9					Separated	51			Several times a year	232	
10					Never Mar	276			About once a month	117	
11					Total				2-3 times a month	148	
12									Nearly every week	76	
13									Every week	298	
14									Several times a week	108	
15									Don't know; no answer	12	
16									Total		

General Social Survey: Church Attendance