National Forensic Science University
Computer Skill Test for the Post of Assistant

Date : 29/06/2024   Duration : 1 hour   Total Marks : 50

Important Instructions : Save your work on computer and rename the file with your application number only.

Question 1 – Choose the correct answer : (10 Q * 1 mark)   (10 marks)

1. What is a 'Workbook' in Excel?
   a) A collection of charts
   b) A single spreadsheet
   c) A collection of worksheets
   d) A template

2. How can you hide a column in Excel?
   a) Right-click the column header and choose 'Hide'
   b) Home tab > Editing group > Hide
   c) Data tab > Hide Column
   d) Insert tab > Hide

3. What is the keyboard shortcut for saving an Excel workbook?
   a) Ctrl + S
   b) Ctrl + W
   c) Ctrl + E
   d) Ctrl + X

4. What is the purpose of 'Data Sorting' in Excel?
   a) To arrange data in a random order
   b) To filter out specific data
   c) To organize data in ascending or descending order
   d) To delete unnecessary data

5. What is the default file extension for a PowerPoint presentation?
   a) .ppt
   b) .pptx
   c) .ppsx
   d) .pptm

6. What is the use of 'Notes Page' view in PowerPoint?
   a) To add notes for the audience
   b) To create a script for the presentation
   c) To add speaker notes that are not visible to the audience
   d) To print slides with notes\

7. How can you align objects in a slide?
   a) Right-click the object and select 'Align'
   b) Home tab > Drawing group > Arrange > Align

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    c) Insert tab > Align
    d) Design tab > Align

8. Latest version of MS Office is
    a) 2019
    b) 2020
    c) 2021
    d) 2022

9. The most important page setup before printing a document is/are
    a) To see the print preview
    b) Setting page margins
    c) To set paper setting
    d) All of above

10. To create documents, spreadsheets and presentation, we use
    a) Excel
    b) MS Word
    c) PowerPoint
    d) All of above

Question 2 : For Sujatha Departmental Stores, prepare a segment wise Sales Pie Chart in Excel for May 2024 for the data as under :   **(10 marks)**

Sports & Outdoors Salaries & Benefits	31 %
Home & Kitchen	20 %
Apparel	15 %
Electronics	14 %
Books & Media	8 %
Others	12 %

Question 3 : Prepare a power point presentation of your choice template of three slides. Please do not mention your identity anywhere in the slide. The features you will have to incorporate :   **(10 marks)**

- Use WordArt for Title "Stay Joyful"
- Insert Table
- Add three basic shapes
- Add icons one each of Occupation, Sports, Science, Technology and Vehicle
- Insert Header with Date in MM/YY Format
- Inside Slide Number in the Footer

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Question 4 : Create a document in MS Word describing importance of cyber security minimum eight lines. Formatting Text : Font – Times New Roman, Size – 12, Colour – Blue, Align Text Justified, Line Spacing 1.5) **(10 marks)**

Question 5: Explain in brief (5 Q * 2 marks) **(10 marks)**

1. Mention five types of charts which can be prepared in MS Word.
2. What is a bookmark in MS Word?
3. Mention two types of "Format Background" in MS Word?
4. How the "Pictures" can be added in Excel?
5. How the "New Comment" can be useful in MS Word?

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