

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 the keyboard shortcut to start a slide show from the beginning?

- a) F5
- b) Ctrl + F5
- c) Shift + F5
- d) Alt + F5

2. What does the 'Find and Replace' feature in Word do?

- a) Locates a specific word and replaces it with another
- b) Finds errors in the document
- c) Replaces fonts throughout the document
- d) Finds and deletes specific text

3. Which function in Excel gives the sum of a range of cells?

- a) SUM ()
- b) TOTAL ()
- c) ADD ()
- d) PLUS ()

4. How do you insert a hyperlink in a PowerPoint slide?

- a) Right-click the text or object and select 'Hyperlink'
- b) Insert tab > Hyperlink
- c) Home tab > Hyperlink
- d) Design tab > Hyperlink

5. What is the purpose of the 'Header and Footer' feature in Word?

- a) To add top and bottom margins
- b) To add or edit text at the top or bottom of every page
- c) To change the page layout
- d) To insert page numbers only

6. How do you insert a new row in Excel?

- a) Right-click on the row number and select 'Insert'
- b) Home tab > Cells group > Insert
- c) Data tab > Insert Row
- d) Review tab > Insert

7. How can you change the margins of a document in Microsoft Word?

- a) Home tab > Paragraph group
- b) Insert tab > Page Setup group

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- c) Layout tab > Page Setup group
d) Review tab > Language group
8. What does the 'COUNT' function in Excel do?
a) Counts the number of cells that contain text
b) Counts the number of cells that contain numbers
c) Calculates the total sum of a range of cells
d) Counts the number of characters in a cell
9. How do you change the color scheme of a PowerPoint presentation?
a) Home tab > Color Scheme
b) Design tab > Variants > Colors
c) Insert tab > Colors
d) Animations tab > Color Scheme
10. Which window allows a user to see document pages exactly as they will print?
a) Save As
b) Print
c) Font
d) Document

Question 2 : Prepare a responsibility Pie Chart in Excel for Infotech Pvt. Ltd. for the data as under : (10 marks)

Project Manager	35%
Developer	25%
Designer	20%
Q & A Customer Support	10%
Marketing & Business Analyst	10%

Question 3 : Prepare a power point presentation of your choice template of three slides. Please donot mention your identity anywhere in the slide. The features you will have to incorporate : (10 marks)

- Use WordArt for title "Be Confident"
- Insert Table
- Add three basic shapes
- Add icons one each of Celebration, Commerce, Education, Location and Medical
- Insert Header with Date in MM/DD/YY Format
- Inside Slide Number in the Footer

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Question 4 : Create a document in MS Word describing India as a country promoting various Sports in minimum eight lines. Formatting Text : Font – Cambria, 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 three shapes and three icons in Excel.
2. Mention five types of charts which can be prepared in Excel.
3. What is the Pivot Chart and Pivot Table in Excel?
4. How "Find and Replace" option work in MS Word?
5. Whether a document prepared in one language can be translated into available another language in MS Word? How?