National Forensic Science University

Computer Skill Test for the Post of Dy. Section Officer

Date : 30/06/2024   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. How do you apply a transition effect between slides?
   a) Home tab > Slide Transition
   b) Insert tab > Transition
   c) Animations tab > Transition to This Slide
   d) Design tab > Transition

2. What feature in Excel allows you to apply the same formula to an entire column or row?
   a) AutoFill
   b) Copy/Paste
   c) Drag/Drop
   d) AutoSum

3. 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

4. How can you hide a slide in PowerPoint?
   a) Right-click the slide and select 'Hide Slide'
   b) Go to the Slide Show tab and check 'Hide Slide'
   c) Delete the slide
   d) Move the slide to the end

5. How can you group worksheets in Excel?
   a) Click and drag to select multiple sheets
   b) Right-click a worksheet tab and select 'Group'
   c) Hold down Ctrl and click each worksheet you want to group
   d) Go to the Data tab and select 'Group Sheets'

6. What feature would you use to create a professional-looking document layout in Word?
   a) Templates
   b) Macros
   c) Quick Access Toolbar
   d) Word Count

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7. How can you create a uniform look across your entire presentation in PowerPoint?
   a) Use the Slide Master
   b) Apply a slide layout
   c) Use the Format Painter
   d) Choose a theme

8. What is the purpose of 'Styles' in Word?
   a) To change the color of the document
   b) To apply a set of formatting choices quickly and consistently
   c) To add special symbols to the document
   d) To create a new document

9. What does the 'IF' function do in Excel?
   a) Integrates formulas
   b) Performs a logical test and returns one value for a TRUE result, and another for a FALSE result
   c) Increases font size
   d) Identifies functions

10. What does 'Slide Sorter' view in PowerPoint allow you to do?
    a) View detailed notes for each slide
    b) Rearrange the order of slides
    c) Edit the content of individual slides
    d) Change slide transition effects

Question 2 : Do as mentioned: (2 Q * 1 mark, 1 Q * 8 marks)   (10 marks)

1. When the Edit Individual Documents option is selected, how does each letter appear in the new document created after the merge?
   a) Separate documents for each letter
   b) Separate sections for each letter
   c) One letter following another without starting a new page for each letter
   d) One letter displaying the information from the first record

2. Which of the following features is used to arrange the records in a data source before merging?
   a) Filter
   b) Sort
   c) Auto Check for Errors
   d) Match Fields

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3. Merge the following letter for the listed recipients: (8 marks)

<div align="center">COVER LETTER</div>

June 29, 2024

(Title) (First name) (Last name)

(City)

(Country)

Dear (First name)

"Boom! You've smashed it out of the park!

Your T20 victory is like a lightning bolt—fast, electrifying, and impossible to ignore.

Congratulations !!

Oxford Lee

President

T20 Organizing Committee 2024

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<div align="center">List of Winning Team Members</div>

Title	First Name	Last Name	City	Country
Mr	Suryakumar	Yadav	Mumbai	India
Mr	Phil	Salt	London	England
Mr	Aiden	Markram	Cape Town	South Africa

Question 3 : Prepare a Comparison Bar Graph for sales of products - ALPHA and BETA - for the 1000 buyers, of age range 18-40 years, with average income of Rs. 50,000 per month for the Quarter 4 of 2023.   (10 marks)

Product- ALPHA		Product- BETA	
Memory	60 %	Memory	25 %
Camera	40	Camera	47
Battery	60	Battery	90
Price	92	Price	33

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Question 4 : Prepare a power point presentation of five slides. Please do not mention your identity anywhere in the slide. The features you will have to incorporate:

(10 marks)

- Use Layout – Quote with caption
- Design of any theme
- Use any transition
- Add icons one each of Building, Weather and Seasons, Nature and Outdoors
- Prepare a Hierarchy Chart for the following Class I Positions:
    o General Manager (1)
    o Deputy General Manager (2)
    o Assistant General Manager (4)
    o Chief Manager (8)

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

1. What is the purpose of Screen Recording in Power Point?
2. Explain two benefits of Slide Show facility given under Power Point.
3. How you can export a power point presentation in Video?
4. How to create "handouts" of Power point presentation in MS Word?
5. Mention two types of "Format Background" which can be used in MS Word?