

# National Forensic Science University

Computer Skill Test for the Post of Section Officer (SO)

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 : Write the Correct Answer : (10 Q \* 1 mark)**

(10 marks)

1. What is the purpose of a PivotTable in Excel?
  - a) To change the style of a table
  - b) To organize and summarize complex data
  - c) To merge multiple sheets
  - d) To create a new workbook
  
2. Which feature in PowerPoint is used to animate objects on a slide?
  - a) Transitions
  - b) Custom Animation
  - c) Animations tab > Animation Pane
  - d) Slide Show tab > Custom Animation
  
3. What is a 'Template' in Microsoft Word?
  - a) A pre-designed document format
  - b) A tool for drawing
  - c) A feature for word count
  - d) A method of saving files
  
4. What does VLOOKUP function do in Excel?
  - a) Checks the visibility of specific cells
  - b) Looks up and retrieves data from a specific column in a table
  - c) Calculates the variance of a set of numbers
  - d) Converts text to values
  
5. What is the maximum number of slides that can be added to a PowerPoint presentation?
  - a) 100
  - b) 250
  - c) 500
  - d) There is no specific maximum
  
6. What does the 'Thesaurus' feature in Word provide?
  - a) Spelling corrections
  - b) Synonyms and antonyms for selected words
  - c) Translation of text
  - d) Grammar suggestions

# National Forensic Science University

## Computer Skill Test for the Post of Section Officer (SO)

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.**

7. What is the purpose of 'Data Validation' in Excel?
  - a) To validate the accuracy of formulas
  - b) To ensure the integrity of data entered into cells
  - c) To check the spelling in the data
  - d) To validate the formatting of cells
  
8. How can you insert a table into a PowerPoint slide?
  - a) Home tab > Table
  - b) Insert tab > Table
  - c) Design tab > Table
  - d) Animations tab > Table
  
9. What is the purpose of 'Track Changes' in Word?
  - a) To change the document's layout
  - b) To monitor and record changes made to the document
  - c) To alter font size
  - d) To check the document's word count
  
10. How can you convert a PowerPoint presentation into a PDF file?
  - a) File tab > Export > Create PDF/XPS Document
  - b) Home tab > Convert to PDF
  - c) Design tab > PDF
  - d) Insert tab > PDF

**Question 2 : Answer the following : (2 Q \* 1 mark, 1 Q \* 8 mark)**

**(10 marks)**

1. The four types of mail merge main documents are \_\_\_\_\_
  - a) Form letters, directories, catalogues and envelope
  - b) Form letters, envelopes and mailing labels, directories and lists
  - c) Basic letters, envelopes, labels and list
  - d) Form letters, envelopes, mailing labels and catalogue

**(1 mark)**

2. Which of the following is not a step of the merge process?
  - a) Preview the merge results
  - b) Format a main document
  - c) Format data source
  - d) Identify the main document

**(1 mark)**

# National Forensic Science University

## Computer Skill Test for the Post of Section Officer (SO)

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.

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

**MG Institute of Advanced Studies  
MG Campus  
Powai, Mumbai**

Dear Participant,

As you may be aware we have been running a variety of courses at the college ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 5-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly,

Mohan Roy,

Course Director

### List of Interested Participants

Title	First Name	Last Name	Address Line -1	City	State	PIN
Ms	Suman	Ranawat	2, Mahavir Baug	Mumbai	Maharashtra	400001
Mr	Subhas	Pathakar	Tardeo Road	Mumbai	Maharashtra	400057

**Question 3 : Prepare a Segmented Bar Graph for the Temperature Forecast of Ahmedabad City for July 2024 using PowerPoint or Excel. (10 marks)**

Date	Day	Maximum (Celsius)	Minimum (Celsius)
July 1	Mon	34	29
July 2	Tue	33	29
July 2	Wed	35	28
July 2	Thu	35	27
July 2	Fri	34	29
July 2	Sat	37	27

# National Forensic Science University

## Computer Skill Test for the Post of Section Officer (SO)

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 4 :** Prepare a Power Point Presentation welcoming new students to your campus. Include information about campus life, resources and student organisation up to five slides.

(10 marks)

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

(10 marks)

1. Which option to be used for comparing the Legal Documents in MS Word?
2. Explain "Restricted Editing" in MS Word?
3. Explain "Track Changes" in MS Word? How to lock tracking?
4. How to Protect the Word Document?
5. Explain "Cross Referencing" in MS Word?