

ಅನುಬಂಧ-4

(ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಕನಾಸನಿ/ಆಡಳಿತ/ಸಿಬ್ಬಂದಿ/2014-15/ , ದಿ: 29-04-2015)

SYLLABUS FOR COMPUTER LITERACY TEST

Nature of examination	<p><u>PATTERN OF TESTING:-</u></p> <ol style="list-style-type: none">1. The test shall be multiple choice type2. Total Questions shall be 80, Carrying 1 marks each3. Indicative allocation of 80 marks based on Syllabus is as follows<ol style="list-style-type: none">a) Computer Fundamentals and Windows - (Maximum 5 marks)Word Processing MS-Word, - (Maximum 20 marks)b) Spread sheet and MS-Excel - (Maximum 20 marks)c) Computer communication, Internet, E-Mail - (Maximum 20 marks)d) Nudi Kannada software knowledge in word processing - (Maximum 10 marks)e) Power Point - (Maximum 05 marks) <p><u>NUMBER OF PAPERS.</u></p> <p>There shall be one paper combining both theory and practical configuration questions.</p> <p>The Question paper shall be in both English and Kannada. Candidate can opt any One of the languages. Each question contains 4 answers. Candidate has to choose one correct answer. For each wrong answer 1/4th of a mark will be deducted (negative marking).</p>
Duration of examination	90 minutes

Topics:

01. INTRODUCTION TO COMPUTER

(5 Marks)

- a) What is Computer.
- b) Broad categories of Computers
- c) Language of Computer
- d) Basic applications of Computer
- e) Components of Computer
 - Central Processing Unit (CPU)
 - Input and Output device

- Computer memory
 - Concept of hardware and Software
- f) Representation of data concepts of data processing
- Definition of data
 - Basic data types
 - Storage of data as files

02. INTRODUCTION TO WINDOWS AND WINDOWS CONCEPTS.

- a) What is an Operating System and basics of Window
- b) The user interface
- Using mouse and moving Icons on the screen
 - The my computer Icon
 - The Recycle Bin
 - Status bar, Start and Menu
 - Running an application
 - Windows Explorer, Viewing of File, Folders and directories
 - Creating and Renaming files and folders
 - Opening and Closing different Windows.
- c) Window setting.
- Control panels
 - Wall paper and Screen Savers
 - Setting the date and sound
 - Concept of Menu using help
- d) Advanced Windows.
- Using right button of the mouse
 - Creating short cuts
 - Basics of window setup
 - Notepad
 - Window Accessories
 - Cut, Copy and Paste

03. WORD PROCESSING IN ENGLISH: MS WORD:- marks)

(Maximum 20

- a) Word processing basic
- An introduction to MS WORD
 - Opening MS WORD Package
 - The Menu Bar
 - Using the help
 - Using Icons below Menu Bar

- b) Opening and Closing documents
 - Opening documents-Save and Save As
 - Page set up
 - Printing Documents
 - Display/Hiding of Paragraph marks and inter word space
- c) Moving around in a document
 - Scrolling the document-Scrolling by link/Paragraph
 - Fast Scrolling and Moving Pages
- d) Using a Documents/Help Wizard
- e) Text creation and Manipulation
 - Paragraph and Tab setting
 - Text Selection
 - Cut, Copy and Paste
 - Font and Size selection
 - Bold, Italic and Underline
 - Alignment of text-Center, Left, Right and Justify
- f) Formatting text
 - Changing Font, Size and Color
 - Paragraph indenting
 - Bullets and Numbering
 - Use of Tab and Tab setting
 - Changing Case
- g) Handling Multiple documents
 - Opening and Closing Multiple documents
 - Cut, Copy and Paste across the documents
 - Saving of clip boards
- h) Table Manipulation:
 - Concept of Table- Rows, Columns and Cells
 - Draw table
 - Changing cell width and height
 - Alignment of text in cell
 - Copying of Cell
 - Delete/Inserting of row or columns
 - Borders of table
- i) Printing
 - Printing
 - Print preview
 - Print selected page
 - Mail Merge

- b) Opening and Closing documents
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04. SPREAD SHEET – MS EXCEL:-

(Maximum 20

Marks)

a) Elements of Electronics Spread Sheet MS-EXCEL.

- Application / usage of Spread sheet
- Opening of MS EXCEL
- The Menu Bar
- Work Book and sheets
- Creation of cells and addressing
- Cell inputting
- Edit features

b) Manipulation of Cells.

- Enter text, numbers and dates
- Insertion of cells, rows and columns
- Formatting of cells, rows and columns
- Creation of Tables
- Cell height and widths
- Copying and Moving cells

c) Use of formulas

- Usage of basic formulas
- Functions- Financial, Statistical, Date and Time, math &Trg and Logical

d) Data manipulation

- Sorting
- Filter
- Sub-Total

e) Window

- Freeze pans
- Split
- Hide

f) Charts

- What is Chart and its usage
- Different types of chart Column, Bar, Line, Pie etc.
- Creation of Chart
- Customization

g) Spread sheet for small accounting

- Maintaining invoice/Budget
- Totaling of various transactions.
- Maintaining daily and monthly sales report
- Preparing monthly salary bills
- Preparing Statistical reports with charts

05. COMPUTER COMMUNICATION AND INTERNET

(Maximum-

10Marks)

a) Basic Computer network

- LAN
- Internet
- VAN

- b) Internet
 - Concept of Internet
 - Application Internet
- c) Service on Internet
 - WWW and Websites
 - Communication on Internet
- d) Web browsing software
 - Internet explorer
 - Netscape Communicator
- e) Surfing the Internet
 - Giving URL address
 - Search
 - Moving around website
 - Printing or Saving portion of web pages
 - Down-loading
- f) Chatting on Internet

06. E-MAIL
(10Marks)

(Maximum-

- a) Basic of Electronic Mail
 - What is an Electronic Mail
 - E-Mail addressing
 - Mail box-Inbox and Outbox
- b) Using E-mails
 - Viewing
 - Sending
 - Saving
 - Sending same and mail to various users
- c) Document Handling
 - Sending soft copy as attachment
 - Enclosures to E-mail
 - Send portion of Document as E-mail

07. POWER POINT:-
(Marks)

(Maximum-05

- a) Basics
 - Difference between Document and Presentation.
 - Using PowerPoint
 - Opening PowerPoint Presentation
 - Using Wizard for Creating Presentation

- b) Creation of Presentation
 - Title
 - Text Creation
 - Font and Sizes
 - Bullet and Indenting
 - Moving to next Slide
- c) Preparation of Slides
 - Selection type slides
 - Importing text from Documents
 - Moving to next Slide
 - The Slide Manager
- d) Providing Aesthetics
 - Slide Design
 - Background and text Colors
 - Marking your own Slide Format
 - Foot Notes and Slide numbering
- e) Slide manipulation and Slide show
- f) Presentation of slide
 - Using Slide Show
 - Printing the Slides and Handouts
 - Slide sorter
 - Title Sorter

08. KNOWLEDGE OF KANNADA NUDI SOFTWARE IN
marks)

(Maximum- 10

- a) Word processing
- b) Spread sheet
- c) PowerPoint Presentation and
- d) Internet and Communication

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ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

ಕರ್ನಾಟಕ ಆಹಾರ ಮತ್ತು ಮಗರಿಕ ಸಂಪನ್ಮೂಲ ನಿಗಮ ನಿಯಮಿತ

ಪ್ರಾ. 16/1, ಮಲ್ಲಾಪುರ, ಬೆಂಗಳೂರು

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