**COMPUTER SKILL TEST
FOR THE POST OF SSO/MGR. GR. II/SUPTD.
(LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION)**

Instructions to Candidates
With
"Sample Question Paper"

**EMPLOYEES' STATE INSURANCE CORPORATION,
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NEW DELHI-110002.**
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Instructions about conduct of the Computer Skill Test

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in **MS-word**, Power Point Presentation slides in **MS-Power Point** and Table in **MS-Excel** will have to be answered within the time limits.

2. **The computer skill test will be of 30 minutes duration of total marks of 50.**

3. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.

4. Candidate should mention their Roll No., Batch time & Date on the top right side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.

5. The Power point file created by the candidate should be saved with file name as **"Roll. No.-question- no." (For Example: 110036-A.ppt).**

6. The Word file created by the candidate should be saved with file name as **"Roll. No.-question- no." (For Example: 110036-B.doc).**

7. The Excel sheet file created by the candidate should be saved with file name as **"Roll. No.-question- no." (For Example: 110036-C.xls).**

SAMPLE QUESTION PAPER FOR COMPUTER SKILL TEST

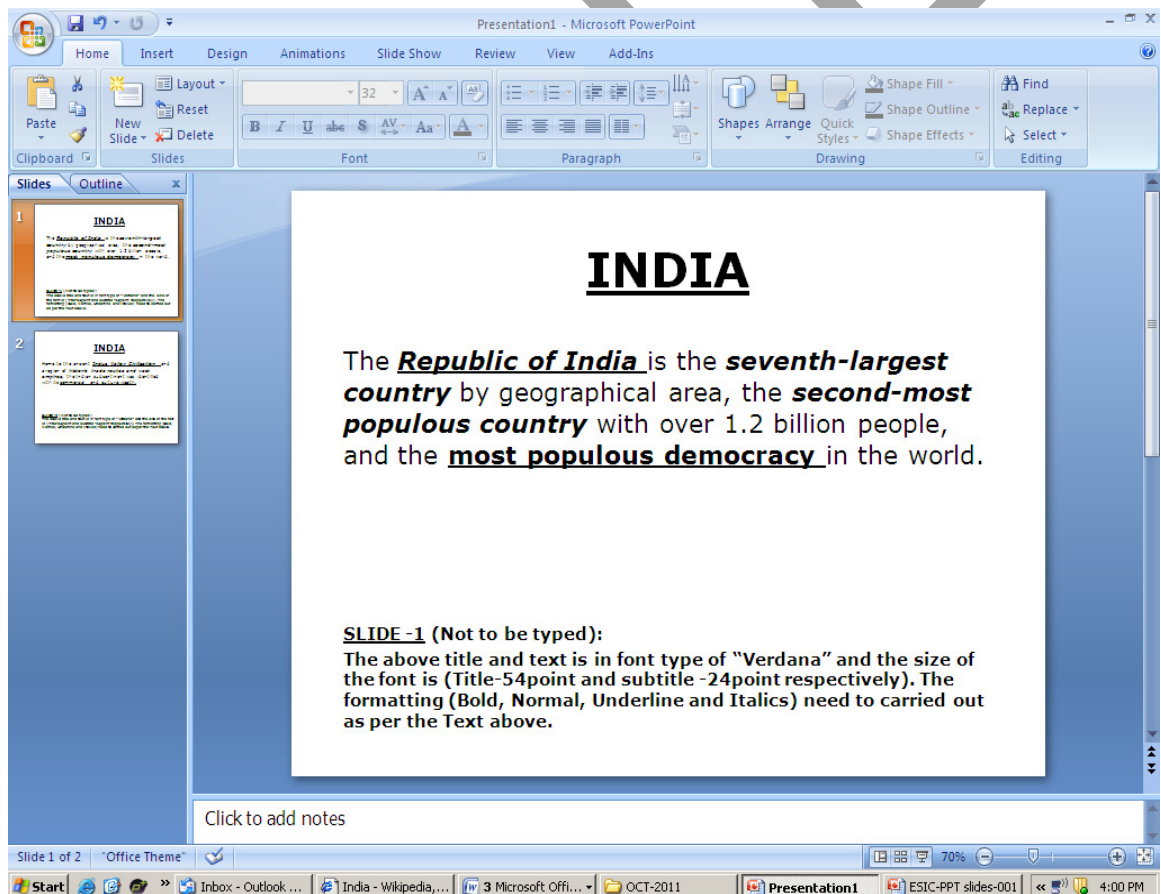**Time: 30 minutes**   **Max. Marks- 50**
MS-Power Point
Question: A   **Marks – 10**

Create a power point presentation comprising the content as mentioned the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

a) Two power point slides using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall comprise of the equal content approximately.
b) Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.

MS-Word

Question: B   **Marks-20**

Reproduce the official letter using MS Word with the font type "Verdana" as per the format and guidelines given below, run the spell check and correct the spelling mistakes (if any) and save the file in correct format, Perform the following as per the sample.

There are 3 font sizes of "10 point", "11 point" and "12 point" and the line spacing - single and double used in the sample along with right insertion.

Not to be typed. All text is in Font type of "Verdana"	
Font Size "12"→	**Date: 19th November, 2011**
Double line spacing→	
Font Size "12"→	**To,**
Single line spacing→	
Font Size "12"→	**The Director,** **ESIC-HQ,** **PANCHDEEP BHAWAN,** **NEW DELHI.**
Double line spacing→	
Font Size "10"→	_Subject_: _Submission of the Candidature for the advertised post in the September 2011 News daily_.
Single line spacing→	
Font Size "10"→	**Respected Madam/Sir,**
Double line spacing→	
Font Size "11"→	**This is with reference to the "ADVERTISEMENT" publlished in the News Daily on 15th September, 2011 for the recruittment of Group "C" Category post.**
Single line spacing→	
Font Size "10"→	_I would like to submit my candidature for the same as per the priscribed format of the aplication form._
Double line spacing→	
Font Size "11"→	_Further, I have read and understud the eligibillity criteria and process involved in the recruitment and at any stage during the recruitment process, any of the informetion declaraed by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever_.
Triple line spacing→	**Thanking you with warm regards,**
Font Size "10"→	_Yours sincerely_
Triple line spacing→	Name: **ANTONY JOSE**
Font Size "10"→	

Font Size "10"→	Contact address:
Triple line spacing→	**2/8, RESIDENTIAL ENCLAVE,**
	NEAR PLAZA CORNER,
Font Size "10"→	**DELHI-110023.**
	Enclosure: Copy of the application form with certificates for verification.

MS-Excel

Question C   **Marks-20**

Reproduce the following data in the Ms-Excel sheet with Center alignment, Bold, Grid line, bold outside border and Perform the Calculation using formula in Ms –Excel sheet.

Name	A	B	Total (A+B)	% age of A with the total	Average of A & B
E	4800	6000			
F	5000	4500			
G	5800	5000			
H	4600	3200			

a) Create the Excel sheet using Ms-Excel. Reproduce the heading of each of the column as mentioned in the Sample. All the heading should in Bold.
b) Calculate the total of A and B using the formula in the desired cell.
c) Calculate the %age of A with the total using the %age formula in the desired cell.
d) Calculate the average of A and B using the formula in the desired cell.