

**Annexure-II**

**SYLLABUS FOR WRITTEN EXAMINATION –  
JUNIOR ASSISTANT-CUM-COMPUTER OPERATOR**

Subject	No. Of Questions	Duration	Maximum Marks
<b>Section:A</b> Numerical ability and Logical Reasoning	40	120 Minutes	40
<b>Section:B</b> Computer Awareness	20		20
<b>Section:C</b> English Language proficiency and General Knowledge	20		20
Total			80

**SECTION – A: (ENGLISH AND TELUGU) - 40 Marks**

1. Numerical ability - Indices, Ratios, Proportions, Profit & Loss, Mensuration, Algebra, Geometry and Statistics etc.
2. Logical Reasoning and decision making and problem solving.

**SECTION – B: - 20 Marks**

Computer Awareness

1. MS-Office
2. Basic concepts of Computers
3. Computer Applications & Skills
4. Accounts related Software

**SECTION – C: - 20 Marks**

1. English Language proficiency
  - Vocabulary
  - Comprehension passages & re-arrangement of sentences
  - Synonyms & Antonyms
2. General Knowledge.
  - Current affairs
  - Consumer Relations.
  - General Science in everyday life.
  - Environmental Issues and Disaster Management.
  - History, Geography and Economy of India and Telangana.
  - History of Telangana and Telangana Movement.
  - Society, Culture, Heritage, Arts and Literature of Telangana.

**Syllabus for Proficiency Test in Computers stated in PARA VIII(D)**

**SCHEME OF EXAMINATION (Practical Type)**

Test	Duration (Minutes)	Maximum Marks	Minimum qualifying Marks		
			SC/ST/PH	B.C's	O.C's
PROFICIENCY IN OFFICE AUTOMATION WITH <b>USAGE OF COMPUTERS</b> AND ASSOCIATED SOFTWARE	30	50	15	17.5	20

**SYLLABUS**

The test shall comprise the following four parts:-

<b>Name of the Part</b>	<b>Name of the Question to be answered</b>	<b>Marks</b>
Part A	Example: Typing a letter/passage/paragraph ( about 100-150 words ) in MS-Word	20
Part B	Example: Preparation of a Table/Graph in MS-Excel	15
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	10
Part D	Example: Displaying the content of E-mail (Inbox).	05
<b>Total</b>		<b>50</b>

**Note:** The candidates shall be given the text/matter in the Question Paper and they must type/reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.

Name	Contents Part-A	Marks
WORD	<ol style="list-style-type: none"> <li>1. Create and save a document using MS WORD                         <ol style="list-style-type: none"> <li>a. Deletion of Character, Word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, Copying and renaming</li> </ol> </li> <li>2. Format the Text document                         <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li> <li>3. Spell check the document                         <ol style="list-style-type: none"> <li>a. Finding and Replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking Spelling and Grammar using Dictionary</li> </ol> </li> <li>4. Print the document                         <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li> <li>5. Mail Merge in Ms-word                         <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. From letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li> <li>6. Table creation in Ms-word                         <ol style="list-style-type: none"> <li>a. Create a table in the document</li> <li>b. Add row, column to a table</li> <li>c. Changing column width and row height.</li> <li>d. Merge, split cells of table.</li> <li>e. Use formulae in tables.</li> <li>f. sorting data in a table.</li> <li>g. formatting a table.</li> </ol> </li> </ol>	20
Name	Contents Part-B	Marks
EXCEL	<ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel</li> <li>2. Entering Data into Worksheet</li> <li>3. Editing data of Worksheet</li> <li>4. Formatting the text in the cells</li> <li>5. Formatting the numbers in the cells.</li> <li>6. Formatting cells.</li> <li>7. Copying format of cell along with data format.</li> <li>8. Changing the height and width of cells.</li> <li>9. Freezing Titles, splitting screen</li> <li>10. Enter formulae for calculation in the cells.</li> <li>11. Copying the formula over a range of cells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using Chart Wizard.</li> <li>14. Format graphs in Excel.</li> <li>15. Printing of worksheet.</li> </ol>	15

<b>Name</b>	<b>Contents Part-C</b>	<b>Marks</b>
POWER POINT	<ol style="list-style-type: none"><li>1. Create and save a new presentation using MS Power Point<ul style="list-style-type: none"><li>• layout of opening screen in Power Point</li><li>• the tool bars in MS Power Point</li></ul></li><li>2. Choose Auto Layout for a new slide.</li><li>3. Insert text and pictures into a blank slide.</li><li>4. Insert new slides into the presentation.</li><li>5. Apply slide transition effects.</li><li>6. Slide show.</li><li>7. Set animation to text and pictures in a slide.</li><li>8. Set the sounds, order and timing for animation.</li></ol>	10
<b>Name</b>	<b>Contents Part-D</b>	<b>Marks</b>
INTERNET	<ol style="list-style-type: none"><li>1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,).</li><li>2. Search the Web using Search Engines.</li><li>3. Create an E-mail account.</li><li>4. Send and receive E-mail.</li><li>5. E-commerce transactions.</li></ol>	05
<b>Total</b>		<b>50</b>

**Sd/-**  
**CHAIRMAN & MANAGING DIRECTOR**

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