Syllabus of Computer Literacy Test for the post of Senior Assistant <u>(Official Language)</u> & <u>Senior Assistant (Accounts)</u> under RHQ-NR Direct Recruitment Advt. No. 01/2025/NR.

<u>Details and topic for Computer Literacy Test for the post of Senior Assistant (Official Language) and Senior Assistant (Accounts).</u>

Software	Topics
MS- Word	• Create & Manage Documents (Templates, page setup, Designs, header, footers, background, hyperlinks, bookmark, printing options) • Format Text, Paragraph & Sections • Creating Tables & Lists • Insert & Format Graphic Elements • Manage Document Change & security • Mail Merge Operations
MS- Power Point	• Create, Format & Manage Presentation using different views. • Insert & format text, shapes, images, tables, charts, Smart Art & Media. • Use of Themes, Transition & Animations.
MS-Excel	• Create, Format & Manage Worksheets & Workbooks option & settings. • Apply Custom Data Formats & validations • Apply Conditional Formatting & filtering. • Create & Manage Tables Styles, Sort & Filter. • Perform operations with Formulas & Functions (Basics of Math's Logical, Text, statistical, Data Time & Lookup Functions). • Create, Format & Manage charts, shapes & objects. • Create & Manage Pivot Table & Pivot Charts.

2. The time duration for Computer Literacy Test shall be 02 hours.

3. The above test will be conducted for **Sr. Asstt. (Official Language) in Hindi** and **Sr. Asstt. (Accounts) in English.**

Regional Executive Director-Northern Region