



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA
दक्षिणी क्षेत्र, चेन्नै - 16 / SOUTHERN REGION : CHENNAI - 16
मानव संसाधन प्रबंधन विभाग / DEPARTMENT OF HUMAN RESOURCES MANAGEMENT



DIRECT RECRUITMENT OF AAI – SOUTHERN REGION
ADVT NO. SR/01/2023

SYLLABUS FOR COMPUTER LITERACY TEST FOR SENIOR ASSISTANT
(ACCOUNTS) - POST CODE - 04

1. The Computer Literacy test will be conducted based on the following syllabus and the duration of the test shall be for **Two Hours**.

Software	Topics
MS-Word	<ul style="list-style-type: none">• 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 Changes & Security.• Mail Merge Operations.
MS-PowerPoint	<ul style="list-style-type: none">• Create, Format & Manage Presentation using different views.• Insert & format text, shapes, images, tables, charts, SmartArt & Media.• Use of Themes, Transition & Animations.
MS-Excel	<ul style="list-style-type: none">• Create, Format & Manage Worksheets & Workbooks options & settings.• Apply Custom Data Formats & Validations.• Apply Conditional Formatting & Filtering.• Create & Manage Tables Styles, Sort & Filter.• Perform operations with Formulas & Functions (Basics of Maths, Logical, Text, Statistical, Date, Time & Lookup Functions)• Create, Format & Manage Charts, Shapes & Objects.• Create & Manage Pivot Tables & Pivot Charts.



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2. The evaluation of the test in respect of the candidates shall be done as per the following qualifying criteria.

Topic	Weightage	Qualifying Marks
MS-Word	20	10
MS-Excel	20	10
MS-PowerPoint	10	5
Total	50	25