TOPICS FOR COMPUTER LITERACY TEST
ADVERTISEMENT No: 03/2023

Duration: Two hours

Software	Topics
MS-Word	• Create & Manage Documents (Templates, Page Setup, Designs, Headers, 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	• Create, Format & Manage Presentation using different views • Insert & Format text, Shapes, Images, Tables, Charts, SmartArt & Media • Use of Themes, Transition & Animations
MS-Excel	• 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 Math's, Logical, Text, Statistical, Date Time & Lookup Functions) • Create, Format & Manage Charts, Shapes & Objects • Create & Manage Pivot Tables & Pivot Charts