

Time Allowed: 2 hours (including the time for viva-voce-)

Max. Marks: 60

Distribution of Marks:	Marks	Time
1. Typing a passage of about 500 Words in English	15	10 Min.
2. Editing a document	10	10 Min.
3. Block Operations in Ms-Word	10	15 Min.
4. File Management & Printing	05	10 Min.
5. Use of Mail-merge facility	10	15 Min.
6. Viva-Voce	10	
Total	60 Marks	

Instructions to the candidates and invigilators

- i) All the above-mentioned five jobs are compulsory for the candidates.
- ii) All the jobs may be given to the candidates simultaneously.
- iii) Prior to the test candidates should be told about the directory containing the Word-Processing package.

GUIDELINES FOR THE TEST

1. To type on computer a passage of about 500 words in single space with a given right margin.
Time: 10 minutes Marks: 15
2. Exercise to change spacing left and right margins, and correct spelling mistakes (not more than 10 mistakes).
Time: 10 minutes Marks: 10
3. A passage of 500 words is given. A portion of it may be moved from top to the middle or a Particular chunk of text may have to pick up from another file. Delete unnecessary document files from the directory.
Time: 15 minutes Marks: 10
4. The following passage of 500 words required to be printed, giving specified page breaks. After printing create a backup on another floppy or hard disk.
Time: 10 minutes Marks :05