



Roll No. : _____

कंप्यूटर प्रवीणता परीक्षा
Computer Proficiency Test

कुल अंक : 100
Total Marks : 100

समय : 01 घंटा
Time : 01 Hour

कंप्यूटर प्रवीणता परीक्षा के संचालन के बारे में निर्देश

Instructions about conduct of the Computer Proficiency Test

1. कंप्यूटर प्रवीणता परीक्षा (CPT) वर्ड प्रोसेसिंग, स्प्रेड-शीट, स्लाइड बनाने आदि में प्रवीणता का आकलन करेगी। एक्सरसाइज में एक पैसेज की टाइपिंग और/या अन्य वर्ड प्रोसेसिंग एक्सरसाइज शामिल होंगी, स्प्रेड-शीट की तैयारी, पावरपॉइंट प्रेजेंटेशन की तैयारी और संबंधित एक्सरसाइज जो किसी कार्यालय के सामान्य दिन-प्रतिदिन के कामकाज में आवश्यक हैं।

The **Computer Proficiency Test (CPT)** will judge proficiency in Word Processing, Spread Sheet, Generation of Slides etc. Exercises will include Typing of a passage and/or other word processing exercises, preparation of spreadsheet, preparation of PowerPoint Presentation and related exercises which are required in the normal day-to-day functioning of an Office.

2. अभ्यर्थियों को CPT के दौरान निम्नलिखित स्टेप्स करने होंगे :

The candidates are required to undertake the following steps during CPT :

- MS Word, MS PowerPoint और MS Excel फ़ाइल डाउनलोड करना।
Downloading the MS Word, MS PowerPoint and MS Excel file.
- प्रश्न-पत्र के अनुसार एक्सरसाइज पूरी करना।
Complete the exercise as per the Question Paper.
- एक्सरसाइज करने के बाद MS Word, MS PowerPoint और MS Excel शीट अपलोड करना।
Uploading of MS Word, MS PowerPoint & MS Excel sheet after performing the exercise.
- उत्तर स्क्रिप्ट/उत्तर पत्रक (MS Word, MS Excel और MS PowerPoint) का प्रिंट आउट लेना। अभ्यर्थी को अपना नाम, रोल नंबर और परीक्षा तिथि लिखनी होगी और प्रत्येक पृष्ठ पर हस्ताक्षर करना होगा।
Taking of Print out of the Answer script (MS Word, MS Excel & MS PowerPoint). Candidate must write his/her Name, Roll No. and the Exam Date and put signature on each page.
- अभ्यर्थी को निरीक्षक द्वारा निर्देश दिए जाने पर प्रिंट कमांड देना चाहिए।
Candidate should give the Print command when instructed by the invigilator.
- अभ्यर्थी उत्तर स्क्रिप्ट/उत्तर पत्रक को डाउनलोड करने, अपलोड करने और प्रिंट करने के लिए निरीक्षक की सहायता ले सकते हैं।

Candidates may seek the assistance of the invigilator for downloading, uploading, and printing of the answer script.

3. सही और स्पष्ट रोल नंबर, नाम और हस्ताक्षर के बिना उत्तर स्क्रिप्ट/उत्तर पत्रक के प्रिंटआउट का मूल्यांकन नहीं किया जाएगा और **शून्य अंक** दिए जाएंगे ।

Printout of the answer script without correct and clear roll number, name and signature will not be evaluated and **awarded zero mark**.

4. अभ्यर्थी को परीक्षा केंद्र छोड़ने से पहले प्रश्न-पत्र को उत्तर स्क्रिप्ट/उत्तर पत्रक के प्रिंटआउट के साथ निरीक्षक को वापस करना होगा ।

Candidate must return the **Question Paper** along with their **Printout** of the **answer script** to the Invigilator before leaving the venue.

5. अभ्यर्थी को प्रश्न-पत्र, निर्देश या एक्सरसाइज प्रिंटआउट या कोई अन्य खाली पृष्ठ परीक्षा हॉल से बाहर नहीं ले जाना चाहिए ।

Candidate should not take either the Question Paper, Instructions or Exercise Printout or any other blank page out of the Examination Hall.

6. अभ्यर्थियों को उन्हें दी गई कोई भी शीट फाड़नी नहीं चाहिए ।

Candidates should not tear any sheet given to them.

7. अभ्यर्थियों को अपनी परीक्षा पूरी होने के बाद तब तक बैठे रहना चाहिए, जब तक कि उनकी स्क्रिप्ट/उत्तर पत्रक **एकत्र, गणना और उनका हिसाब** नहीं कर लिया जाता ।

Candidates should remain seated after completion of their test, until their scripts are **collected, counted and accounted** for.

8. अभ्यर्थी को परीक्षा हॉल में शांत रहना चाहिए और परीक्षा केंद्र के परीक्षा प्रशासक के निर्देशों का पालन करना चाहिए ।

Candidate must observe silence in the Examination Hall and abide by the instructions of the test administrator of the test center.

9. यदि कोई अभ्यर्थी उत्पात या अनुचित आचरण करता है, तो उसे परीक्षा से निष्कासित किया जा सकता है तथा कानून के तहत उसके विरुद्ध अन्य दंडात्मक कार्रवाई भी की जा सकती है ।

If any candidate indulges in disorderly or improper conduct, he/she will be liable to expulsion from the Test along with any other punitive actions as warranted under law.

10. अभ्यर्थियों को परीक्षा अवधि समाप्त होने तथा प्रिंटआउट लेने के बाद अपनी वर्किंग शीट पर कोई कार्य नहीं करना चाहिए ।

Candidates should not take any action on their working sheet after the Exam Duration is over and printout is being taken.

11. जो अभ्यर्थी प्रतिपूरक समय के लिए पात्र हैं, उन्हें परीक्षा के प्रति घंटे 20 मिनट का अतिरिक्त समय दिया जाएगा ।

Candidates who are eligible for compensatory time will be given additional time of 20 minutes per hour of examination.

This Paper consists of **Three Sections** :

| | |
|---|-------------------|
| Section – A : (Microsoft Word) : | (40 Marks) |
| Section – B : (Microsoft PowerPoint) : | (30 Marks) |
| Section – C : (Microsoft Excel) : | (30 Marks) |

Section – A
(Microsoft Word) (40 Marks)

Instructions :

Create a Word document following the guidelines provided below.

1. (a) **Type the following passage in Microsoft Word, adhering to the instructions provided below the passage : (9 Marks)**

Note : 0.5 mark will be deducted for each typing error (e.g., spelling mistakes, omissions, or extra characters) up to a maximum of 9 marks.

The Evolution of E-commerce in India

The growth of e-commerce in India has transformed the retail landscape. With increasing internet penetration and smartphone usage, online shopping has become more convenient and accessible for consumers across the country.

One of the primary benefits of e-commerce is the convenience it offers. Consumers can shop from the comfort of their homes, avoiding the need to visit physical stores. This has led to a significant increase in the number of online shoppers.

Additionally, e-commerce platforms have provided a boost to small and medium-sized enterprises (SMEs). These platforms offer SMEs the opportunity to reach a broader audience, expanding their market reach and increasing their sales.

Furthermore, the rise of digital payment options has facilitated the growth of e-commerce. With secure and easy-to-use payment gateways, consumers are more confident in making online transactions.

Despite these advantages, challenges remain. Issues such as cybersecurity threats and logistical hurdles continue to pose significant obstacles to the seamless operation of e-commerce in India. In conclusion, while e-commerce has the potential to revolutionize retail in India, addressing challenges such as cybersecurity and logistics is crucial. By ensuring secure and efficient operations, India can fully harness the benefits of e-commerce.

- (b) **Set up the page layout as per the instructions given below : (4 Marks)**

Set the margins as follows :

- | | |
|----------------------------------|---|
| (i) Top : 1.5 inch (3.81 cm) | 1 |
| (ii) Bottom : 1.5 inch (3.81 cm) | 1 |
| (iii) Left : 0.5 inch (1.27 cm) | 1 |
| (iv) Right : 0.5 inch (1.27 cm) | 1 |

- (c) **Do the font setting as per the instructions given below : (2 Marks)**

- | | |
|---|---|
| (a) Use font Times New Roman throughout the document. | 1 |
| (b) Font size : 12 | 1 |

- (d) **Do the Paragraph Settings as per the instructions given below :** (3 Marks)
- (a) Set the line spacing to 1.5 for all paragraphs. 1
 - (b) Add a space after each paragraph by setting the “After” spacing to 6 points. 1
 - (c) Indent the first line of each paragraph by 1 inch (2.54 cm). 1
- (e) **Do the Additional Paragraph as per the instructions given below :** (7 Marks)
- (a) Apply bold and underline formatting to the title “The Evolution of E-commerce in India”, also center-align the title with font size 18. 4
 - (b) Bold and italicize the word “convenience” in the passage. 1
 - (c) Bold and underline the phrase “cybersecurity threats” in the passage. 1
 - (d) Justify all the paragraphs. 1

2. **Insert the Footer as per the instructions given below :** (1 Mark)
- Insert a footer with the page number center-aligned and Format is Page 1 of 1. 1

3. (a) **Create a bulleted list of the following points after the passage :** (3 Marks)
- Note : 0.5 mark will be deducted for each typing error (e.g., spelling mistakes, omissions, or extra characters) up to a maximum of 3 marks.**

- Increased convenience for consumers
- Boost for small and medium-sized enterprises
- Rise of digital payment options

- (b) **Format the bulleted list as per the instructions given below :** (3 Marks)
- (i) Use same bullet style which is used here. 1
 - (ii) Use the same font style (Times New Roman) and size (12) as the rest of the document for the bulleted list. 1
 - (iii) Align the bulleted list to the center of the page. 1

4. (a) **Create a table with the following data after the bulleted list :** (3 Marks)
- Note : 0.5 mark will be deducted for each typing error (e.g., spelling mistakes, omissions, or extra characters) up to a maximum of 3 marks.**

| Year | Online Retail Sales in India (billion USD) |
|------|--|
| 2017 | 24.59 |
| 2022 | 74.84 |
| 2027 | 160.23 |

- (b) **Format the table as per the instructions given below :** (5 Marks)
- (i) Use the same font style (Times New Roman) and size (12) as the rest of the document for the table. 1
 - (ii) Apply a thin border to all cells of the table. 1
 - (iii) Left-align the table on the page. 1
 - (iv) Align the text within the table cells as follows : 2
 - (1) Header row : Center-align both horizontally and vertically also bold the fonts.
 - (2) Data rows : Center-align both horizontally and vertically.

Note : Before completing the exam, ensure that all data fits into one page. No data should be cut off or overflow into additional pages.

Section – B
(Microsoft PowerPoint)

(30 Marks)

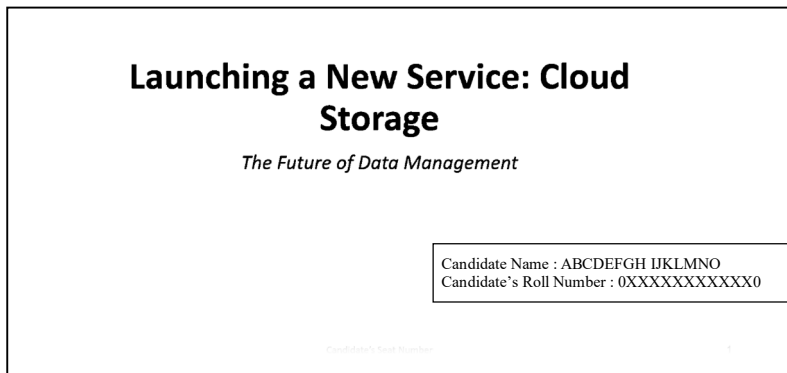
Instructions : Create a PowerPoint presentation on the topic “Launching a New Service : Cloud Storage” following the guidelines provided below. The presentation should consist of a maximum of 3 slides.

Compulsory Identification Requirement : All candidates must include their **name and roll number** on each slide. The name and roll number should be placed on the right side of each slide in the box for identification purposes. Sample shown in layout of each slide. **It contains zero marks. Use Fonts : Calibri, Size 18 for identification requirements.**

Note : 0.5 mark will be deducted for each typing error (e.g., spelling mistakes, omissions, or extra characters) up to a maximum for each task.

1. **Prepare the Title Slide as per the instructions given below :** **(7 Marks)**
- (a) Use the “Title and Content” layout. **1**
 - (b) Set the title text to “Launching a New Service : Cloud Storage”. **1**
 - (c) Use the font Calibri (Bold) , size 44, and align the text to the center. **2**
 - (d) Add the subtitle text “The Future of Data Management”. **1**
 - (e) Use the font Calibri (Italic), size 24, and align the text to the center. **2**

Note : Here’s an example layout of how the 1st slide might look in the PowerPoint.



2. **Prepare the Content Slide as per the instructions given below :** **(15 Marks)**
- (a) Use the two-content layout for the slide. **1**
 - (b) Set the title text to “Service Features”. **1**
 - (c) Use the font Calibri (Bold), size 44, and align the text to the center. **2**
 - (d) In the first column, create a bullet list of the following service features using same bullet style used here. **2**
 - Unlimited Storage
 - Enhanced Security
 - Cross-Platform Sync
 - Automatic Backup

Use the font Calibri, size 24, and align the text to the left for the bulleted list. **2**

- (e) In the second column, insert a table and reproduce it with the same data, Format the table as per given instructions :

4

| Storage Options | Encryption | Access | Support |
|-----------------|-------------|---------------------------|-----------------------|
| 100GB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 500GB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 1TB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 5TB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |

Use Calibri font, size 14, and left-align the text in the table.

2

Bold the First Row of table.

1

Note : Here’s an example layout of how the 2nd slide might look in the PowerPoint.

Service Features

- Unlimited Storage
- Enhanced Security
- Cross-Platform Sync
- Automatic Backup

| Storage Options | Encryption | Access | Support |
|-----------------|-------------|---------------------------|-----------------------|
| 100GB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 500GB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 1TB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |
| 5TB | 256-bit AES | Web, Mobile, Desktop Apps | 24/7 Customer Support |

Candidate Name : ABCDEFGH IJKLMNO
Candidate's Roll Number : 0XXXXXXXXXX0

3. **Prepare the Conclusion Slide as per the instructions given below : (8 Marks)**

- (a) Create title and content layout slide with following given structure with Title : “Ideal Users”. Font : Calibri (Bold), Size : 44, Alignment : Center.

4

- (b) Create a bullet list as follows. Use Font : Calibri, Size : 24, Alignment : justified.

4

- Small and Medium Businesses
- Freelancers and Remote Workers
- Educational Institutions
- Photographers and Videographers

Note : Here’s an example layout of how the 3rd slide might look in the PowerPoint.

Ideal Users

- Small and Medium Businesses
- Freelancers and Remote Workers
- Educational Institutions
- Photographers and Videographers

Candidate Name : ABCDEFGH IJKLMNO
Candidate's Roll Number : 0XXXXXXXXXX0

Section – C
(Microsoft Excel)

(30 Marks)

Scenario : Inventory Management

You are a data manager at a retail company and are responsible for managing inventory data. You will perform several tasks related to data management using a sample inventory dataset.

Instructions :

- Use the sample inventory dataset provided below.
- Perform each task as specified, ensuring accuracy in your calculations and formatting.
- Create the pie chart within the same spreadsheet.
- Apply filtering directly to the dataset.

Inventory Dataset :

| Item ID | Item Name | Category | Quantity | Price per Unit | Total Value | Quantity Percentage |
|---------|-------------|-----------|----------|-----------------|-------------|---------------------|
| 101 | Apples | Fruit | 50 | 1 | | |
| 102 | Bananas | Fruit | 30 | 0.5 | | |
| 301 | Bread | Bakery | 15 | 2 | | |
| 203 | Carrots | Vegetable | 35 | 0.6 | | |
| 303 | Cookies | Bakery | 20 | 1.75 | | |
| 202 | Cucumbers | Vegetable | 20 | 0.8 | | |
| 302 | Muffins | Bakery | 10 | 1.5 | | |
| 103 | Oranges | Fruit | 40 | 0.75 | | |
| 201 | Tomatoes | Vegetable | 25 | 1.2 | | |
| 204 | Potato | Vegetable | 40 | 0.5 | | |
| | | | | | | |
| | Avg. Value: | | | Total Quantity: | | |

1. **Perform the following task related to table creation : (11 Marks)**

- (a) Create the table as shown above. 5

Note : 0.5 mark will be deducted for each typing error (e.g., spelling mistakes, omissions, or extra characters) up to a maximum of 5 marks.

- (b) Set the font type to “Georgia”, font size to 10, and align all text to the center. 2
- (c) Apply bold formatting to the header row. 1
- (d) Sort the data by “Category” in alphabetical order. 1
- (e) Resize columns and rows so that all the data is visible. 1
- (f) Apply a border to the entire table. 1

2. **Perform the formulae as per the following :** **(14 Marks)**
- (a) Calculate the total value of each item in stock (Quantity * Price per Unit) and display it in the “Total Value” column. **5**
 - (b) Calculate the average of the “Total Value” for all items and display it in a cell (“Avg. Value:”) below the dataset. **2**
 - (c) Calculate the total quantity of items and display it in a cell (“Total Quantity:”) below the dataset. **2**
 - (d) Calculate the percentage of total quantity each item represents and display it in the “Quantity Percentage” column. **5**
3. **Perform the Graph/chart related tasks as per the following :** **(5 Marks)**
- (a) Create a bar chart showing the “Item Name” on the X-axis and “Total Value” on the Y-axis. (Below the table). **3**
 - (b) Add appropriate labels and title to the bar chart. The chart title should be “Inventory Total Value”, the X-axis should be labelled “Item Name”, and the Y-axis should be labelled “Total Value”. **2**

Note : Before completing the exam, ensure that all data fits into one page. No data should be cut off or overflow into additional pages.
