



QR-24

Roll No. : _____

कंप्यूटर प्रवीणता परीक्षा
Computer Proficiency Test

कुल अंक : 100
Total Marks : 100

समय : 01 घंटा
Time : 01 Hour

अभ्यर्थियों के लिए निर्देश
Instructions to Candidates

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, Spreadsheet, 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 :

Step 1. प्रश्न-पत्र प्राप्त करें और उसे पढ़ें।

Receive the Question Paper and Read it.

Step 2. निर्देशों को पढ़ने के बाद कंप्यूटर स्क्रीन पर दिए गए लिंक से एमएस वर्ड, एमएस पावरपॉइंट और एमएस एक्सेल फाइल डाउनलोड फ़ोल्डर में डाउनलोड करें व सुरक्षित करें।

Download the MS Word, MS PowerPoint and MS Excel file from the link on computer screen after reading the instructions, in the Download folder and Save it.

Step 3. प्रश्न-पत्र के अनुसार एक्सरसाइज पूरी करें।

Complete the exercise as per the Question Paper.

Step 4. एक्सरसाइज पूर्ण करने के बाद एमएस वर्ड, एमएस पावरपॉइंट और एमएस एक्सेल शीट अपलोड करें।

Upload MS Word, MS PowerPoint & MS Excel sheet after performing the exercise.

Note : किसी भी तकनीकी समस्या के मामले में, अभ्यर्थी उत्तर स्क्रिप्ट/उत्तर पत्रक को डाउनलोड करने और अपलोड करने के लिए निरीक्षक की सहायता ले सकते हैं।

In case of any technical problems, candidates may seek the assistance of the invigilator for downloading and uploading of the answer script.

3. अभ्यर्थियों को सलाह दी जाती है कि वे फ़ाइलों को केवल “डाउनलोड फ़ोल्डर” में ही सेव करें, जैसा कि CPT सॉफ़्टवेयर कंसोल/कंप्यूटर स्क्रीन पर दिए गए निर्देशों “डाउनलोड कैसे करें” में निर्दिष्ट है।
Candidates are advised to save the files in the “Download folder” only as specified on the CPT software console/computer screen “How to Download” instructions.
4. अभ्यर्थी डाउनलोड की गई किसी भी फ़ाइल का नाम न बदले, क्योंकि अपलोडिंग के दौरान सिस्टम किसी भी नाम बदली गई फ़ाइल को स्वीकार नहीं करेगा।
Candidate must not rename any of the downloaded files, as system will not accept any renamed file during uploading.
5. अभ्यर्थी को CPT सॉफ़्टवेयर कंसोल/कंप्यूटर स्क्रीन पर दिए गए सभी निर्देशों अथवा परीक्षा केंद्र पर परीक्षा अधिकारियों द्वारा दिए गए सभी निर्देशों का अवश्य पालन करना होगा।
Candidate must follow all the instructions given on the CPT software console/computer screen or all the instructions provided by the exam officials at the test center.
6. यह प्रवीणता परीक्षा 60 मिनट की अवधि की होगी। इस समय अवधि के बाद फ़ाइलें अपलोड नहीं की जा सकतीं। इसलिए, अभ्यर्थियों को निर्दिष्ट समय के भीतर फ़ाइलें अपलोड करना आवश्यक है।
This Proficiency test will be of 60 minutes duration. Files cannot be uploaded beyond this time period. Hence, candidates are required to upload the files within the specified time.
7. अभ्यर्थी को परीक्षा केंद्र छोड़ने से पहले प्रश्न-पत्र को निरीक्षक को वापस करना होगा।
Candidate must return the **Question Paper** to the Invigilator before leaving the venue.
8. अभ्यर्थी को प्रश्न-पत्र, निर्देश या कोई अन्य खाली पृष्ठ परीक्षा हॉल से बाहर नहीं ले जाना चाहिए।
Candidate should not take either the Question Paper, Instructions or any other blank page out of the Examination Hall.
9. अभ्यर्थियों को उन्हें दी गई कोई भी शीट नहीं फाड़नी चाहिए।
Candidates should not tear any sheet given to them.
10. अभ्यर्थियों को अपनी परीक्षा पूरी होने के बाद तब तक बैठे रहना होगा, जब तक कि उन्हें जाने की अनुमति न मिल जाए।
Candidates must remain seated after completion of their test, until allowed to leave.
11. अभ्यर्थी को परीक्षा हॉल में शांति बनाये रखनी होगी और परीक्षा केंद्र के परीक्षा प्रशासक के निर्देशों का पालन करना होगा।
Candidate must observe silence in the Examination Hall and abide by the instructions of the test administrator of the test centre.
12. 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.
13. वह अभ्यर्थी, जो स्क्राइब के साथ प्रतिपूरक समय के लिए पात्र हैं, उन्हें परीक्षा के प्रति घंटे पर 20 मिनट का अतिरिक्त समय दिया जाएगा।
Those Candidates with scribe, who are eligible for compensatory time, will be given extra 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)**

Instruction :

Create a Word document with guidelines provided below.

1. **Set up the page layout as per the instructions given below :** **(4 Marks)**
Set the margins as follows :
 - (i) Top : 1.25 inches (3.18 cm) **1**
 - (ii) Bottom : 1.25 inches (3.18 cm) **1**
 - (iii) Left : 1.75 inches (4.45 cm) **1**
 - (iv) Right : 1.75 inches (4.45 cm) **1**

2. (a) **Create a numbered list of the following points :** **(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.
 - A. Cloud computing and software-as-a-service (SaaS) adoption
 - B. Implementation of artificial intelligence and machine learning
 - C. Data analytics and business intelligence
 - D. Internet of Things (IoT) integration
 - E. Cybersecurity and data protection measures
- (b) **Format the numbered list as per the instructions given below :** **(3 Marks)**
 - (i) Use uppercase letters (A, B, C, etc.) for the numbering style. **1**
 - (ii) Use the font style (Tahoma) and size (10.5) for the numbered list. **1**
 - (iii) Align the numbered list to the left of the page with a 0.6 inch (1.52 cm) left indent and 0.3 inch (0.76 cm) hanging indent. **1**

3. **Insert the Header and Footer as per the instructions given below :** **(1 Mark)**
Insert a footer with the current date center-aligned and the text “Digital Transformation CRT” right-aligned. Apply italics to both. **1**

4. (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.

Digital Transformation : Reshaping the Business Landscape

Digital transformation has become a critical imperative for businesses across all sectors, driving innovation and reshaping traditional operational models. This comprehensive shift involves leveraging digital technologies to create new – or modify existing – business processes, culture, and customer experiences to meet changing business and market requirements.

At the heart of digital transformation is the adoption of cloud computing. Cloud-based services offer scalability, flexibility, and cost-effectiveness, allowing businesses to rapidly deploy new applications and services without significant upfront infrastructure investments.

Artificial Intelligence (AI) and Machine Learning (ML) are revolutionizing decision-making processes and customer interactions. From predictive analytics to chatbots, these technologies are enhancing efficiency and providing personalized experiences at scale.

The Internet of Things (IoT) is connecting devices and systems, generating vast amounts of data that can be harnessed for improved operations and customer insights. This interconnectedness is particularly transformative in manufacturing, logistics, and smart city initiatives.

Data analytics and business intelligence tools are empowering organizations to make data-driven decisions. By turning raw data into actionable insights, businesses can optimize processes, predict trends, and gain a competitive edge in the market.

As companies become more digitally dependent, cybersecurity becomes paramount. Robust security measures and data protection strategies are essential to safeguard sensitive information and maintain customer trust.

- (b) **Do the font setting as per the instructions given below :** (2 Marks)
- (a) Use font Tahoma throughout the document. 1
 - (b) Font size : 10.5 1
- (c) **Do the Paragraph Settings as per the instructions given below :** (3 Marks)
- (a) Set the line spacing to 1.25 for all paragraphs. 1
 - (b) Add a space after each paragraph by setting the “After” spacing to 7 points. 1
 - (c) Indent the first line of each paragraph by 0.35 inch (0.89 cm). 1
- (d) **Do the Additional Paragraph formatting as per the instructions given below :** (7 Marks)
- (a) Apply bold and Underline to the title “Digital Transformation: Reshaping the Business Landscape”. Also center-align the title with font size 14. 4
 - (b) Bold and italicize the words “cloud computing” in the passage. 1
 - (c) Underline and strikethrough “Internet of Things (IoT)” in the passage. 1
 - (d) Justify all the paragraphs. 1

5. (a) **Create a table with the following data :** (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.

Technology	Business Impact	Implementation Challenge
Cloud Computing	Scalability, Cost Reduction	Data Migration, Security Concerns
AI/ML	Process Automation, Predictive Analytics	Skill Gap, Data Quality
IoT	Real-time Monitoring, Operational Efficiency	Device Management, Data Overload
Blockchain	Enhanced Security, Transparency	Regulatory Compliance, Interoperability

- (b) **Format the table as per the instructions given below :** (5 Marks)
- (i) Use the font style (Tahoma) and size (10.5) for the table. 1
 - (ii) Apply a double border to the header row and a single border to all other 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
 - Header row : Center-align both horizontally and vertically and apply bold and Light Orange colour fill.
 - Data rows : Left-align horizontally and center-align vertically.

Section – B
(Microsoft PowerPoint)

(30 Marks)

Instructions : Create a PowerPoint presentation on the topic “Smartphone Market Trends” 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: Rockwell, Size 12 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. **Design the Introduction Slide as per the instructions given below :** **(8 Marks)**

- (a) Use the “Title and Subtitle” layout. 1
- (b) Set the title text to “Smartphone Market Trends: 2023 Analysis”. 1
- (c) Use the font Rockwell (Bold), size 40, and right-align the text. 2
- (d) Add a subtitle : “Exploring Global Sales and Market Share”. 1
- (e) Use the font Rockwell (Italic), size 24, and right-align the text. 2
- (f) Insert a black filled diamond shape to the top right side of the slide. 1

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



2. **Create the Market Share Analysis Slide as per the instructions given below :** **(14 Marks)**

- (a) Use the “Title and Content” layout for the slide. 1
- (b) Set the title text to “Global Smartphone Market Share 2023”. 1
- (c) Use the font Rockwell (Bold), size 36, and center-align the text. 2
- (d) Insert a table with the following data : 6

Brand	Q1 Share (%)	Q2 Share (%)	Q3 Share (%)	Q4 Share (%)	Avg. Share (%)
Samsung	22.5	21.8	20.9	19.7	21.2
Apple	18.3	17.5	18.9	23.4	19.5
Xiaomi	12.7	13.2	13.8	13.5	13.3
Oppo	9.8	10.2	9.7	9.4	9.8
Vivo	8.5	8.9	8.7	8.3	8.6
Others	28.2	28.4	28	25.7	27.6

Use Rockwell font, size 14, and center-align the text in the table.

2

(e) Apply alternating row colours and a border to the table.

2

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

Global Smartphone Market Share 2023					
Brand	Q1 Share (%)	Q2 Share (%)	Q3 Share (%)	Q4 Share (%)	Avg. Share (%)
Samsung	22.5	21.8	20.9	19.7	21.2
Apple	18.3	17.5	18.9	23.4	19.5
Xiaomi	12.7	13.2	13.8	13.5	13.3
Oppo	9.8	10.2	9.7	9.4	9.8
Vivo	8.5	8.9	8.7	8.3	8.6
Others	28.2	28.4	28	25.7	27.6

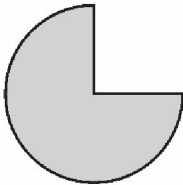
Candidate Name: ABCDEFGH IJKLMNO
Candidate's Roll Number: OXXXXXXXXXX0

3. **Develop the Sales Trend Slide as per the instructions given below :**

(8 Marks)

- (a) Use the "Comparison" layout. **1**
- (b) Set the title to "Quarterly Sales Trends by Brand". **1**
- (c) Use the font Rockwell (Bold), size 36, and left-align the text. **2**
- (d) In the left content area, add partial circle with orange colour fill. **1**
- (e) In the right content area, make same type of bullet list using same bullets. **3**
Font : Rockwell, Size : 18.
 - Samsung leads in overall market share
 - Apple shows strong Q4 performance
 - Xiaomi demonstrates consistent growth
 - Oppo and Vivo maintain stable market positions

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

Quarterly Sales Trends by Brand	
	<ul style="list-style-type: none">○ Samsung leads in overall market share○ Apple shows strong Q4 performance○ Xiaomi demonstrates consistent growth○ Oppo and Vivo maintain stable market positions
Candidate Name: ABCDEFGH IJKLMNO Candidate's Roll Number: OXXXXXXXXXX0	

Section – C
(Microsoft Excel)

(30 Marks)

Scenario : Agricultural Productivity Analysis

You are an agricultural analyst working for the Ministry of Agriculture and Farmers Welfare in India. Your role involves analyzing crop production data to identify trends, recognize high-performing states, and suggest areas for improvement. You will perform several tasks related to data management and analysis using a sample crop production dataset.

Instructions :

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

Crop Production Dataset

State ID	State Name	Crop Type	Area Cultivated (hectares)	Production (tonnes)	Irrigation Coverage (%)	Yield (tonnes/hectare)	Productivity index
S01	Punjab	Wheat	3500000	16800000	98		
S02	Uttar Pradesh	Rice	5900000	18800000	92		
S03	Gujarat	Cotton	2600000	8900000	85		
S04	Maharashtra	Sugarcane	1100000	81400000	88		
S05	Madhya Pradesh	Soybean	5400000	6700000	75		
S06	Rajasthan	Mustard	2800000	4300000	70		
S07	Karnataka	Ragi	650000	1300000	65		
S08	Andhra Pradesh	Groundnut	1400000	2100000	80		
S09	West Bengal	Jute	580000	8700000	82		
S10	Tamil Nadu	Paddy	1800000	7200000	95		
			Avg. Productivity:		Max Irrigation:		

1. **Perform the following tasks related to table creation :** **(11 Marks)**
 - (a) Insert the data 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 “Calibri”, font size to 11, and align all text to the left except for numeric columns, which should be right aligned. **2**
 - (c) Apply bold and a light-yellow background colour to the header row. **1**
 - (d) Sort the data by “Production (tonnes)” in descending order. **1**
 - (e) Resize columns and rows so that all the data is visible. **1**
 - (f) Apply a medium-thick border to the entire inserted data. **1**

2. **Perform the calculations as per the following :** **(14 Marks)**
- (a) Calculate the Yield for each state (Production divided by Area Cultivated) and display it in the “Yield (tonnes/hectare)” column. Round to two decimal places. **5**
 - (b) Calculate the Productivity Index for each state using the formula : $(\text{Yield} * \text{Irrigation Coverage} / 100) * 10$. Round to one decimal place and display it in the “Productivity Index” column. **5**
 - (c) Calculate the average Productivity Index across all states and display it in a cell (“Avg. Productivity :”) below the dataset. **2**
 - (d) Find and display the highest Irrigation Coverage percentage in a cell (“Max Irrigation :”) below the dataset. **2**
3. **Perform the Graph/chart related tasks as per the following :** **(5 Marks)**
- (a) Create a clustered column chart with “State Name” on the X-axis and “Area Cultivated (hectares)” and “Production (tonnes)” as two series on the Y-axis. Use different colours for each series. (Below the table) **3**
 - (b) Add appropriate labels and title to the clustered column chart. The chart title should be “State-wise Crop Area and Production”, the X-axis should be labelled “States”, and the Y-axis should be labelled “Area (ha) / Production (tonnes)”. Include a legend for the two series. **2**
-