



AL-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 the guidelines provided below.

1. **Insert the Header and Footer as per the instructions given below : (1 Mark)**
Insert a footer with the current date left-aligned and the text “Digital Privacy CPT” right-aligned. Apply bold to both. **(1 mark)**
2. (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.

Privacy Concern	Potential Solution	Challenges
Data Breaches	Enhanced Cybersecurity	Cost, Evolving Threats
Unauthorized Data Sharing	Strict Consent Policies	User Awareness, Enforcement
Government Surveillance	Strong Encryption	National Security Concerns
AI-based Profiling	Algorithmic Transparency	Technical Complexity

- (b) **Format the table as per the instructions given below : (5 Marks)**
- (i) Use the font style (Verdana) and size (10) for the table. **(1 mark)**
 - (ii) Apply a double border to the header row and a single border to all other cells of the table. **(1 mark)**
 - (iii) Left-align the table on the page. **(1 mark)**
 - (iv) Align the text within the table cells as follows : **(2 marks)**
 1. Header row: Center-align both horizontally and vertically and apply bold and dark blue colour formatting.
 2. Data rows: Left-align horizontally and middle-align vertically.
3. **Set up the page layout as per the instructions given below : (4 Marks)**
Set the margins as follows :
- (i) Top: 2 inches (5.08 cm) **(1 mark)**
 - (ii) Bottom: 2 inches (5.08 cm) **(1 mark)**
 - (iii) Left: 1.5 inches (3.81 cm) **(1 mark)**
 - (iv) Right: 1.5 inches (3.81 cm) **(1 mark)**
4. (a) **Create a bulleted 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.
- Data collection by social media platforms
 - Implementation of data protection regulations
 - Use of encryption technologies
 - Balancing privacy and security concerns
 - Challenges posed by AI and machine learning

- (b) **Format the bulleted list as per the instructions given below :** (3 Marks)
- (i) Use a custom bullet style of your choice (e.g., ►, ▶ or ◆). (1 mark)
 - (ii) Use the font style (Verdana) and size (10) for the bulleted list. (1 mark)
 - (iii) Align the bulleted list to the left of the page with a 0.5 inch (1.27 cm) left indent and 0.25 inch (0.64 cm) hanging indent. (1 mark)

5. (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 Privacy in the Age of Big Data

In the era of big data and ubiquitous internet connectivity, digital privacy has become a critical concern for individuals, businesses, and governments alike. The vast amount of personal information collected, stored, and analyzed by tech companies and other organizations raises important questions about data security, consent, and the potential for misuse.

Social media platforms have come under scrutiny for their data collection practices. Users often unknowingly provide extensive personal information through their online activities, which can be used for targeted advertising or, in some cases, exploited by malicious actors.

The implementation of data protection regulations, such as the European Union’s General Data Protection Regulation (GDPR), has aimed to give individuals more control over their personal data. These regulations require companies to be transparent about their data collection practices and provide users with the right to access, correct, and delete their personal information.

Encryption technologies play a crucial role in protecting digital privacy. End-to-end encryption in messaging apps, for instance, ensures that only the intended recipients can read the messages, preventing unauthorized access even by the service providers themselves.

Protecting digital privacy in the age of big data requires a multi-faceted approach involving technological solutions, robust legal frameworks, and increased awareness among users.

- (b) **Do the font setting as per the instructions given below :** (2 Marks)
- (a) Use font Verdana throughout the document. (1 mark)
 - (b) Font size : 10 (1 mark)
- (c) **Do the Paragraph Settings as per the instructions given below :** (3 Marks)
- (a) Set the line spacing to 1.2 for all paragraphs. (1 mark)
 - (b) Add a space after each paragraph by setting the “After” spacing to 9 points. (1 mark)
 - (c) Indent the first line of each paragraph by 0.4 inch (1.02 cm). (1 mark)
- (d) **Do the Additional Paragraph formatting as per the instructions given below :** (7 Marks)
- (a) Apply bold and underline formatting to the title “Digital Privacy in the Age of Big Data”. Also center-align the title with font size 14. (4 marks)
 - (b) Bold and Italicize for the words “data protection” in the passage. (1 mark)
 - (c) Italicize and underline the phrase “End-to-end encryption” in the passage. (1 mark)
 - (d) Justify all the paragraphs. (1 mark)

Section – B
(Microsoft PowerPoint)

(30 Marks)

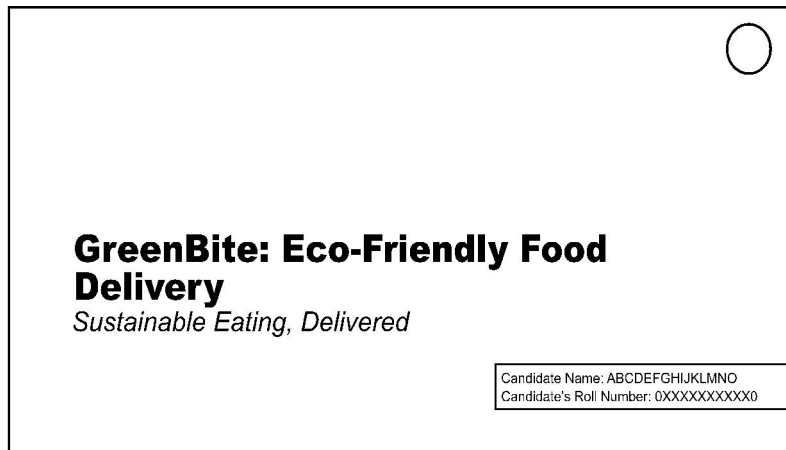
Instructions : Create a PowerPoint presentation on the topic “Launching an Eco-Friendly Food Delivery Service” following the guidelines provided below. The presentation should consist of a maximum of 3 slides.

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 : Verdana, Size 16 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 Overview Slide as per the instructions given below : (8 Marks)**
- (a) Use the “Section Header” layout. 1
 - (b) Set the title text to “GreenBite: Eco-Friendly Food Delivery”. 1
 - (c) Use the font Verdana (Bold), size 40, and align the text to the left. 2
 - (d) Add a subtitle: “Sustainable Eating, Delivered”. 1
 - (e) Use the font Verdana (Italic), size 28, and align the text to the left. 2
 - (f) Insert **shape of your choice** on 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 Service Features Slide as per the instructions given below : (14 Marks)**
- (a) Use the “Comparison” layout for the slide. 1
 - (b) Set the title text to “Our Eco-Friendly Approach”. 1
 - (c) Use the font Verdana (Bold), size 36, and center-align the text. 2
 - (d) In the first column, create a bullet list of the following service features using same bullet style used here, fonts should be Verdana, size 16. 3
 - Reusable Packaging
 - Electric Delivery Vehicles
 - Local Sourcing
 - Waste Reduction Program

(e) In the right column, insert a table with the following data :

3

Feature	Environmental Impact
Reusable Packaging	70% less waste
Electric Vehicles	50% reduced carbon footprint
Local Sourcing	30% less transportation
Waste Reduction	90% compostable materials

Use Verdana font, size 18, and left-align the text in the table.

2

Apply alternating row colours to the table and header row should be bold.

2

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

Our Eco-Friendly Approach

- Reusable Packaging
- Electric Delivery Vehicles
- Local Sourcing
- Waste Reduction Program

Feature	Environmental Impact
Reusable Packaging	70% less waste
Electric Vehicles	50% reduced carbon footprint
Local Sourcing	30% less transportation
Waste Reduction	90% compostable materials

Candidate Name: ABCDEFGHIJKLMNO
Candidate's Roll Number: 0XXXXXXXXXX0

3. **Develop the Call-to-Action Slide as per the instructions given below :**

(8 Marks)

(a) Use the "Content with Caption" layout.

1

(b) Set the title to "Join the Green Revolution".

1

(c) Use the font Verdana (Bold), size 36, and right-align the text.

2

(d) In the content area, create a bullet list with the following points :

2

- ❖ Download our app
- ❖ Choose eco-friendly options
- ❖ Earn green points
- ❖ Reduce your carbon footprint

Use font Verdana, size 16 and left-align the text.

1


(e) In the caption area, add 5-point star shape with black colour filled.

1

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

Join the Green Revolution

- ❖ Download our app
- ❖ Choose eco-friendly options
- ❖ Earn green points
- ❖ Reduce your carbon footprint



Candidate Name: ABCDEFGHIJKLMNO
Candidate's Roll Number: 0XXXXXXXXXX0

Section – C
(Microsoft Excel)

(30 Marks)

Scenario : Sales Performance Analysis

You are a sales analyst at a technology company and are responsible for analyzing sales data. You will perform several tasks related to data management and analysis using a sample sales dataset.

Instructions :

- Use the sample sales 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.

Sales Dataset :

Product ID	Product Name	Category	Units Sold	Price per Unit	Revenue	Market Share
501	Laptop	Computers	25	800		
502	Desktop	Computers	15	600		
503	Tablet	Computers	40	300		
601	Smartphone	Mobile	80	500		
602	Smartwatch	Mobile	50	200		
603	Earbuds	Mobile	100	100		
701	TV	Electronics	20	700		
702	Soundbar	Electronics	30	150		
703	Gaming Console	Electronics	35	400		
704	Camera	Electronics	15	350		
	Total Revenue:		Avg. Price:			

1. Perform the following task 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 “Arial”, font size to 11, and align all text to the left. **2**
- (c) Apply bold and italic formatting to the header row. **1**
- (d) Sort the data by “Units Sold” in descending order. **1**
- (e) Resize columns and rows so that all the data is visible. **1**
- (f) Apply alternating row colours to the entire dataset and give all borders to data. **1**

- 2. Perform the formulas as per the following : (14 Marks)**
- (a) Calculate the revenue for each product (Units Sold * Price per Unit) and display it in the “Revenue” column. **5**
 - (b) Calculate the total revenue across all products and display it in a cell (“Total Revenue:”) below the dataset. **2**
 - (c) Calculate the average price per unit and display it in a cell (“Avg. Price:”) below the dataset. **2**
 - (d) Calculate the market share percentage for each product based on its revenue contribution to total revenue and display it in the “Market Share” column, Round to two decimal places. **5**
- 3. Perform the Graph/chart related tasks as per the following : (5 Marks)**
- (a) Create a pie chart showing the “Market Share” for each “Product Name”. (Below the table) **3**
 - (b) Add appropriate labels and title to the pie chart. The chart title should be “Product Market Share”, and each slice should be labelled with the product name and its market share percentage. Also label position is outside end. **2**
-