



GM-24

Roll No. : _____

कंप्यूटर प्रवीणता परीक्षा
Computer Proficiency Test

कुल अंक : 100

समय : 01 घंटा

Total Marks : 100

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)**

Instructions :

Create a Word document with the guidelines provided below.

1. (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.

Mitigation Strategy	Benefits	Challenges
Renewable Energy	Clean Power, Job Creation	Initial Costs, Grid Integration
Electric Vehicles	Reduced Emissions, Energy Efficiency	Charging Infrastructure, Battery Disposal
Reforestation	Carbon Sequestration, Biodiversity	Land Availability, Long-term Commitment
Energy-Efficient Buildings	Lower Energy Consumption, Cost Savings	Renovation Expenses, Building Code Updates

(b) **Format the table as per the instructions given below : (5 Marks)**

(i) Use the font style (Calibri) and size (11) for the table. **1**

(ii) Apply a dotted border to all cells of the table. **1**

(iii) Center-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 formatting.

Data rows: Left-align horizontally and middle-align vertically.

2. (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.

Climate Change Mitigation : A Global Imperative

Climate change represents one of the most pressing challenges facing humanity in the 21st century. As global temperatures continue to rise, the need for effective mitigation strategies has become increasingly urgent. Addressing this complex issue requires a multifaceted approach involving governments, businesses, and individuals worldwide.

One of the primary strategies for mitigating climate change is the transition to renewable energy sources. Solar, wind, and hydroelectric power offer clean alternatives to fossil fuels, significantly reducing greenhouse gas emissions. Many countries are setting ambitious targets for renewable energy adoption, driving innovation and creating new economic opportunities.

Transportation is another key sector for climate change mitigation. The shift towards electric vehicles and improved public transit systems can dramatically reduce carbon emissions from the transportation sector.

In the building sector, improving energy efficiency is crucial. This includes better insulation, smart energy management systems, and the use of energy-efficient appliances. Green building standards are becoming increasingly common, encouraging sustainable practices in both new construction and renovations.

Implementing these mitigation strategies requires significant investment and policy support. However, the long-term benefits of action far outweigh the costs of inaction. By working together to address climate change, we can create a more sustainable and resilient future for generations to come.

- (b) **Do the font setting as per the instructions given below :** (2 Marks)
- (a) Use font Calibri throughout the document. 1
- (b) Font size : 11 1
- (c) **Do the Paragraph Settings as per the instructions given below :** (3 Marks)
- (a) Set the line spacing to 1.08 for all paragraphs. 1
- (b) Add a space after each paragraph by setting the “After” spacing to 10 points. 1
- (c) Indent the first line of each paragraph by 0.3 inch (0.76 cm). 1
- (d) **Do the Additional Paragraph formatting as per the instructions given below :** (7 Marks)
- (a) Apply bold and all caps formatting to the title “Climate Change Mitigation : A Global Imperative”. Also center-align the title with font size 15. 4
- (b) Bold and italicize “renewable energy” in the passage. 1
- (c) Italicize and underline the phrase “Green building” in the passage. 1
- (d) Justify all the paragraphs. 1
3. **Insert the Header and Footer as per the instructions given below :** (1 Mark)
- Insert a footer with today’s date left aligned and the text “Climate Change CPT” right aligned. Apply bold to both, Font : Calibri, Size : 11. 1
4. **Set up the page layout as per the instructions given below :** (4 Marks)
- Set the margins as follows :
- (i) Top : 1.5 inches (3.81 cm) 1
- (ii) Bottom : 1.5 inches (3.81 cm) 1
- (iii) Left : 1 inch (2.54 cm) 1
- (iv) Right : 1 inch (2.54 cm) 1
5. (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.**
- ❖ Transition to renewable energy sources
 - ❖ Promotion of electric vehicles and sustainable transportation
 - ❖ Implementation of energy-efficient building practices
 - ❖ Development of carbon capture and storage technologies
 - ❖ Sustainable agriculture and land use management
- (b) **Format the bulleted list as per the instructions given below :** (3 Marks)
- (i) Use a bullet style of your choice (e.g., ❖, ●, or ◆). 1
- (ii) Use the font style (Calibri) and size (11) for the bulleted list. 1
- (iii) Align the bulleted list to the right of the page with a 0.4 inch (1.02 cm) left indent and 0.2 inch (0.51 cm) hanging indent. 1

Section – B
(Microsoft PowerPoint)

(30 Marks)

Instructions : Create a PowerPoint presentation on the topic “Analyzing Global Climate Trends” following the guidelines provided below. The presentation should consist of a maximum of 3 slides.

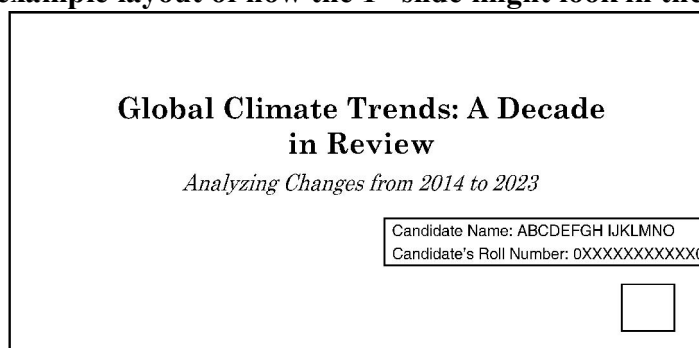
Compulsory Identification Requirement : All candidates must include their **name and roll number** on each slide. The name and roll number should be placed on the right side of each slide in the box for identification purposes. Sample shown in layout of each slide. **It contains zero marks. Use Fonts : Century, 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. Design the Title Slide as per the instructions given below : (8 marks)

- (a) Use the “Title Slide” layout. 1
- (b) Set the title text to “Global Climate Trends : A Decade in Review”. 1
- (c) Use the font Century (Bold), size 44, and center-align the text. 2
- (d) Add a subtitle: “Analyzing Changes from 2014 to 2023”. 1
- (e) Use the font Century (Italic), size 28, and center-align the text. 2
- (f) Insert a square shape at the bottom right of the slide. 1

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



2. Create the Data 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 “Temperature Changes by Region”. 1
- (c) Use the font Century (Bold), size 36, and left-align the text. 2
- (d) Insert a table with the following data : 6

Region	2014 (°C)	2018 (°C)	2023 (°C)	Change (°C)
North America	12.5	13.1	13.8	1.3
South America	21.3	21.7	22.2	0.9
Europe	10.2	11	11.7	1.5
Africa	24.7	25.2	25.9	1.2
Asia	15.8	16.4	17.1	1.3
Oceania	18.9	19.5	20.1	1.2

Use Century font, size 16, and center-align the text in the table and bold header row. 2

- (e) Fill colour in “Change” column (e.g., Light Blue or Light Grey). 2

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

Temperature Changes by Region

Region	2014 (°C)	2018 (°C)	2023 (°C)	Change (°C)
North America	12.5	13.1	13.8	1.3
South America	21.3	21.7	22.2	0.9
Europe	10.2	11	11.7	1.5
Africa	24.7	25.2	25.9	1.2
Asia	15.8	16.4	17.1	1.3
Oceania	18.9	19.5	20.1	1.2

Candidate Name: ABCDEFGH IJKLMNO
 Candidate's Roll Number: 0XXXXXXXXXXXX0

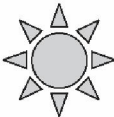
- 3. Develop the Conclusions Slide as per the instructions given below : (8 marks)**
- (a) Use the “Two Content” layout. 1
 - (b) Set the title to “Key Findings and Projections”. 1
 - (c) Use the font Century (Bold), size 36, and center-align the text. 1
 - (d) In the left content area, create a bullet list of key findings : 4
 - ✓ All regions show significant temperature increases
 - ✓ Europe experienced the highest change (+1.5°C)
 - ✓ South America had the lowest change (+0.9°C)
 - ✓ Average global increase of +1.2°C over the decade

Use same bullets, font Century (Bold), size 18
 - (e) Insert sun shape with yellow fill in the right content area. 1

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

Key Findings and Projections

- ✓ All regions show significant temperature increases
- ✓ Europe experienced the highest change (+1.5°C)
- ✓ South America had the lowest change (+0.9°C)
- ✓ Average global increase of +1.2°C over the decade



Candidate Name: ABCDEFGH IJKLMNO
 Candidate's Roll Number: 0XXXXXXXXXXXX0

Section – C
(Microsoft Excel)

(30 Marks)

Scenario : Sales Performance Analysis

You are a sales analyst at a multinational electronics company. Your role involves analyzing sales data to identify trends, recognize top performers, and suggest areas for improvement. You will perform several tasks related to data management and analysis using a sample sales performance dataset.

Instructions :

- Use the sample Sales Performance 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 Performance Dataset

Sales Rep ID	Sales Rep Name	Region	Units Sold	Avg. Sale Value (₹)	Customer Retention (%)	Market Share (%)	Performance Index
S201	Alex Johnson	North	900	7500	92		
S202	Samantha Lee	South	760	8200	88		
S203	Chris Williams	East	820	7800	90		
S204	Diana Brown	West	1040	7000	95		
S205	Ethan Davis	North	780	7900	87		
S206	Fiona Wilson	South	880	7600	91		
S207	George Taylor	East	720	8300	89		
S208	Hannah Clark	West	960	7400	93		
S209	Ian Roberts	North	800	7700	86		
S210	Julia Green	South	940	7100	94		

total Units Sold		Avg. Performance :		Max Retention :	
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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 “Tahoma”, 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 green background color 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 a thick border to the entire inserted data. **1**

- 2. Perform the calculations as per the following : (14 Marks)**
- (a) Calculate the Market Share for each sales rep (assume it's Units Sold divided by the total Units Sold across all reps, multiplied by 100) and display it in the "Market Share (%)" column. Round to one decimal place. **5**
 - (b) Calculate the Performance Index for each sales rep using the formula : $(\text{Units Sold} * \text{Avg. Sale Value}/1000) * (\text{Customer Retention}/100)$. Round to one decimal place and display it in the "Performance Index" column. **5**
 - (c) Calculate the average Performance Index across all sales reps and display it in a cell ("Avg. Performance:") below the dataset. **2**
 - (d) Find and display the highest Customer Retention percentage in a cell ("Max Retention:") below the dataset. **2**
- 3. Perform the Graph/chart related tasks as per the following : (5 marks)**
- (a) Create a stacked column chart with "Sales Rep Name" on the X-axis and "Units Sold" and "Avg. Sale Value" as two series on the Y-axis. Use different colors for each series. (Below the table) **3**
 - (b) Add appropriate labels and title to the stacked column chart. The chart title should be "Sales Performance Overview", the X-axis should be labelled "Sales Representatives", and the Y-axis should be labelled "Units Sold / Avg. Sale Value". Include a legend for the two series. **2**
-