

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

COMPUTER PROFICIENCY TEST – JUNIOR ASSISTANT

DATE: 15-02-2020 : DURATION 90 MINUTES

MAXIMUM MARKS : 60

**Instructions:** Create a folder in your Desktop with name as your\_application\_number and save all your files here.

- 1) (30 Minutes, 30 Marks) Create an MS Word file with your name as your\_application\_number\_q1. Once completed this task, save your word file, and export and save the completed file as pdf.

Type the following passage with justified alignment and paragraphs wherever indicated in the passage. Also please follow the guidelines given at the bottom of the question. Please correct the spellings wherever required.

It gives me immense pleasure to welcome you all to the first Convocation of the Indian Institute of Technology Tirupati. It is our privilege to have Shri Ranaresh Pokhriyal Nishank' Ji, Hon'ble Minister of HRD to address our graduating students today and award the medals. The history of IIT Tirupati is in making and in it the first convocation is an event of paramount significance. On this historical occasion, we are proud to announce that a total of 103 B Tech and one M.S. degrees will be awarded today. The establishment of IIT Tirupati was announced in 2014 by the Government of India along with five other new IITs. The foundation stone for the Institute was laid on March, 28, 2015 by the Honourable Union Minister Shri M. Venkaiah Naidu and Shri Sujana Chowdary, Hon'ble Chief Minister and other dignitaries. The common foundation stone programme for IIT Tirupati, IISER Tirupati and IIIT Sri City was attended by over 2,00,000 people. IIT Tirupati launched its academic programme with the support of its mentor Institute, IIT Madras, on August 5, 2015 from a temporary campus situated on Renigunta Road, Tirupati. In the fourth year of its operations, IIT Tirupati has started partly functioning from its 53 acres Permanent Campus located in Merlapaka Village on Yerpedu-Venkatagiri Highway. The construction of the permanent campus is underway and the first phase of construction is expected to be complete by 2021 that will cater to 1250 students and 120 faculty members. The complete campus to cater to 2500 students and 250 faculty members and 275 staff members is planned to be built by 2024.

**Note to the candidates:** In the above passage, last para shall be in bold, italics and underlined. The symbol "/" denotes change of para. Spellings shall be corrected without using spellcheck.

2. (30 Minutes, 20 Marks) Create an MS Excel file with filename as your\_application\_number\_q2. Once completed save the excel file, and export and save the completed Excel file as pdf.

From the following table and instructions given below please prepare the salary bill for the month of July, 2017 in respect of the following faculty in Excel.

| S.No. | Name             | B. Pay |
|-------|------------------|--------|
| 1     | Registrar        | 140000 |
| 2     | Asst.Professor X | 104200 |
| 3     | Asst.Professor Y | 104200 |
| 4     | Asst.Professor Z | 103800 |
| 5     | Dy. Registrar    | 80000  |
| 6     | Asst.Registrar 1 | 54000  |
| 7     | Asst.Registrar 2 | 54000  |
| 8     | Dy.Librarian     | 54000  |

By extending the columns for deductions please prepare the salary bill for Feb.2020  
DA shall be 21% of B.Pay HRA is 8% of the Basic Pay.

Under deductions the following deductions may be made :

- 1) Profession Tax Rs.200 for all the Officers
- 2) Income Tax at 10% of the Basic pay.
- 3) NPS at 10% of (Basic Pay & DA) shall be recovered

Arrive at the total deductions and by deducting the total deductions from the Gross Salary arrive at the net salary for the above officers.

3) (30 Minutes, 20 Marks) Create an MS Powerpoint file with name as your\_application\_number\_q3. Once completed this task, save your Powerpoint file, and export and save the completed file as pdf.

Except title slide, all slides to have slide number on bottom right corner, and central aligned footer mentioning 'IIT Tirupati lab proposal'.

a) Slide 1: Title slide - create two text boxes with the following specifications:

i) Textbox-1:

Specification: Placed in the center of the slide, using Times New Roman font, and font size of 35, with the text centrally aligned.

Content: Physics Lab proposal

ii) Textbox-2:

Specification: Just below the Textbox-1 using Times New Roman font and font size of 25, with "Justify Text" alignment.

Content: IIT Tirupati - 2020

b) Slide 2: Slide title: Physics Lab layout. Title specification: in Times New Roman font with size 25, with following content and specifications:

i) Draw a rectangular box representing the lab floor layout (top view) with length and breadth in meters, shown using appropriate arrows such as |<- x metres ->|. Center of the lab, has a pillar represented by small square box filled with black color.

ii) Use a rectangular box filled with brown color representing table (to keep lab equipments).  
Keep 3 tables along each sides of the wall (total 12 tables), except on the corners. Each table should have text mentioning 'Equipment-1',..... 'Equipment-12'

iv) Place two 'small' tables on either side of the pillar, with one named in text as staff table, and another named as instructor table.

c) Slide 3: Slide title: Requirements Specification. Title specification: in Times New Roman font with size 25, with following content and specifications:

i) Draw a table with following columns: S.No, Item Description, Quantity.

ii) Fill-in this table with number of equipment, tables for keeping lab equipment, small tables for staff and instructors.

d) Slide 4: Slide title: Terms and Conditions. Title specification: in Times New Roman font with size 25, with following contents and specifications:

i) Write a few applicable terms and conditions (at least 3) in bullet items.

e) Slide 5: Last Slide: Showing 'Thank You' in Times New Roman font with with size 35, centrally aligned. With text effects showing 'Outer Bottom shadow preset', shown with 'Checkerboard' animation.

----- End of the questions-----

Total files to be submitted: 6

1. Word file, and its pdf file.
2. Excel file, and its pdf file.
3. Powerpoint file, and its pdf file.