

Indian Institute of Technology Tirupati
JA - Recruitment - 2021

Computer Efficiency Test

Max. Duration: 1.30hrs

Exporting and creating snapshots of file size: 30mins.

Total Duration: 2 hrs.

Your name:

Your Application Number:

Total Marks: 60

Important Instructions:

1. Create one folder in the desktop named as <your_application_number> in lowercase.
2. Create three files respectively in Word, Excel, and Powerpoint for the 3 questions given below:
<your_application_number>_qno1.docx, <your_application_number>_qno2.xlsx,
<your_application_number>_qno3.pptx.
3. Each of the above three files to be exported to PDF, and stored in the same folder.
4. [Pl. get the exam supervisor's help for this task] Before completing the exam, the file size of each document should be verified and its screenshot to be saved as
<your_application_number>.filesize_screenshot.jpeg/ or .png/ or .pdf.
5. **Important remarks:** Finally your folder (created in step1) contains 7 files: 3 documents for each question, 3 pdfs of the same 3 questions exported, and 1 screenshot file.
6. **Important remarks:** Your folder (created in step1) with 7 files need to be compressed in the .zip format, and to be shown to the exam supervisor before leaving the hall. Without this step, your exam is considered incomplete.

----End of Instructions---

[See next page for 3 questions]

Answer all 3 questions

1. (20 marks) Revise the following draft content with spellings, rearranging words for grammar, and appropriate alignments by creating a Microsoft Word file and save the work in the file named <your_application_number.docx>. All font size 12, Font type Times new Roman, and aligned as shown below (Note: You may add and rearrange words to adjust the flow of the letter, but not delete any given words/contents):

InDIAN INStitute of TECHNOLOgy TIRUPAti
Computer Cnter

26-july-2021

Note approval for

To
Tirupati IIT,
The Registrar

Sub: To procure reqst computer finance sectoin for 20 staf - reg.

staff 20 members in the section finance are newly joined institute in there. They 20 compter need are in office in their to perform task regular administrative. We arrange temp comp now. However, we need to provid them with new compters so that temporry computers can assign to next batch of new staff members who join month next.

Compters folloing specifiction minimum are below given:

Total price	Item Descripton	Unit price	S. No.	Quantity
???	Dsktop PC provded in as Rate contract Item no. 123	Rs. 80000	1	??
Price Total (GST befor)				???

Price Totl cost from contract rate is about <write exact total in words here>. We request approve this amount and to procure rate cncrt through.

Sincerly your
<Write your name>
<Write your application ID>

----End of Question 1----

2. (20 marks) Perform the following in Microsoft Excel in the name of <your_applicaton_number.xlsx> and perform the following:
- a. Create a sheet with the name as Class2022marks.
 - b. All text Font Name: Times New Roman, Font Size: 12
 - c. Create 7 columns with the first row in bold font and all central text aligned as: **S.No., Roll No, Name, Math, English, Total Marks, Student Avg.**
 - d. S.No., Math, English, and Total Marks data entry rows to be central text aligned.
 - e. Name data entry rows to be left text aligned.
 - f. Create the remaining rows in non-bold font to contain the following:
 - i. S.No.: Between 1 and 20
 - ii. Roll Numbers are: CCB22001, CCB22002,CCB22020
 - iii. Name entries as : Aaa, Bbb, Ccc, ...Ttt.
 - iv. Create marks using formula as follows:
 1. Using only ONE formula compute for S.No between 1 and 10: Math marks is $(S.No * 100)/10$, and for S.No. between 11 and 20: Math marks is $(S.No * 100)/20$.
 2. Using only ONE formula, the English marks column is computed as follows: If Math mark < 100 , then English mark is Math mark - 5. Otherwise, English mark is Math mark - 25
 3. Total marks = Math mark + English mark
 4. Student average: Average of math and english mark, rounded off to one decimal place.
 - v. Create the last row with the first three columns merged with entry in bold text, central aligned as **Class average**.
 1. In this row, for the respective columns in the central aligned and bold text font, compute Individual Math and english averages, rounded off to zero decimal place.
 - vi. All sides of cell borders containing text to be covered with lines.

---End of Question 2---

3. (20 marks) Perform the following in Microsoft Powerpoint in the name of <your_application_number.pptx> and perform the following:
- a. All slides to have default Font type: Times New Roman, and Font size: 12 (unless otherwise specified)
 - b. Slide 1:
 - i. Title: Central aligned text with font size 30.
 - ii. Title Content: Batch 2022 Students Data
 - iii. Subtitle: Below title, central aligned text with font size 15
 - iv. Subtitle Content: Indian Institute of Technology Tirupati, 2022
 - c. Slide 2:
 - i. Slide title: Department wise Student's Data - 2022 (Font size 24, Central aligned)
 - ii. In a neat table, with your own numbers (not more than 50 in each class) and your own number of columns sufficient to represent the number of girl students, the number of boy students joined in the respective departments of CSE, Mech, Civil, and EEE.
 - iii. End of the table should show the total number of students in the respective branches of CSE, Mech, Civil, and EEE.
 - d. Slide 3:
 - i. Slide title: Batch 2022: Data animation (Font size 24, Central aligned)
 - ii. Show the same data given in slide2 with animations and shapes as follows (all texts to be in White color, Font name: default, Font size: default).
 1. Blue filled color rounded rectangle to appear with "Appear" animation.
 2. Red filled color oval to appear with "Fade" animation effect.
 3. Green filled color cube to appear with "Fly In" animation effect.
 4. Black filled color triangle to appear with "Checkerboard" animation effect.
 - e. Slide 4:
 - i. Slide title: Conclusion
 - ii. Using itemized bullets (numbered as 1. 2. 3. ...) and write the following.
 1. We have presented the students details for batch 2022
 2. Our total students strength in each department is (use sub items below numbered as a) d) c)
 - a. CSE: ???
 - b. Mech: ???
 - c. Civil: ???
 - d. EEE: ???
 - f. Slide 5
 - i. "Thank you" slide in the text box (font size 25) appearing "Random Bars" animation effect.

----End of the Question paper---