

Recruitment to the post of Stenographer in ESIC



COMPUTER SKILL TEST (PART - III EXAMINATION)

**Instructions to Candidates
With
"Sample Question Paper"**

EMPLOYEES' STATE INSURANCE CORPORATION,
HQRS. OFFICE,
PANCHDEEP BHAWAN,
C.I.G. MARG,
NEW DELHI-110002.
www.esic.nic.in

Table of Contents

SECTION - I	Instructions about Conduct of Computer Skill Test	3
SECTION - III	Sample Question Paper.....	4

SAMPLE
StudySite.org

Recruitment to the post of Stenographer in ESIC

Instructions about conduct of the Computer Skill Test

1. The computer skill test examines the computer proficiency and knowledge of computer including usage of office suites and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in MS-word, Power Point Presentation slides in MS-Power Point and Table in MS-Excel will have to be answered within the time limits.
2. The computer skill test will be of 30 minutes duration of total marks of 50.
3. Candidates shall be provided with a system having required specifications and they should create the files on the desktop of the PC allocated to the candidate.
4. Candidate should mention their Roll No., Batch time & Date on the top right side of each of the page of their individual files pertaining to Power point presentation, Letter/passage/paragraph in MS-word and MS- excel sheet/work sheet/table.
5. The Power point file created by the candidate should be saved with file name as "Roll. No.-question- no." (For Example: 110036-A.ppt).
6. The Word file created by the candidate should be saved with file name as "Roll. No.-question- no." (For Example: 110036-B.doc).
7. The Excel sheet file created by the candidate should be saved with file name as "Roll. No.-question- no." (For Example: 110036-C.xls).

Recruitment to the post of Stenographer in ESIC

SAMPLE QUESTION PAPER FOR COMPUTER SKILL TEST

Time: 30 minutes

Max. Marks- 50

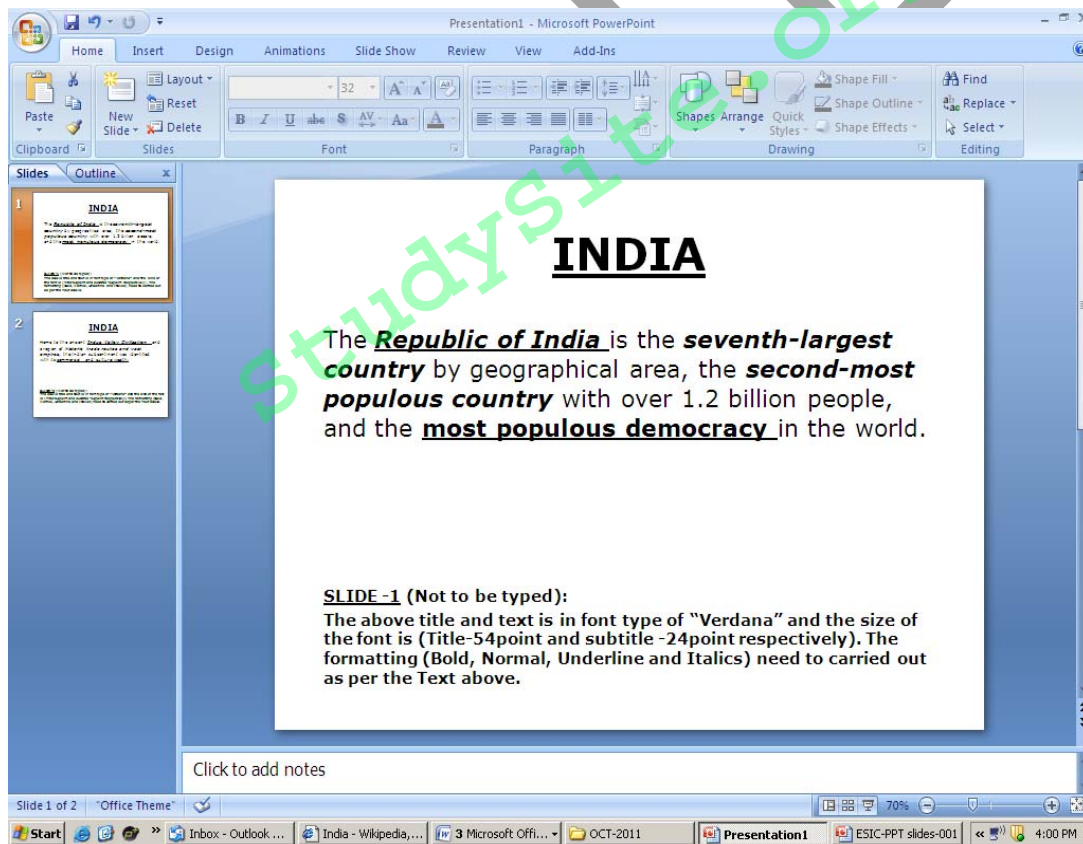
MS-Power Point

Question: A

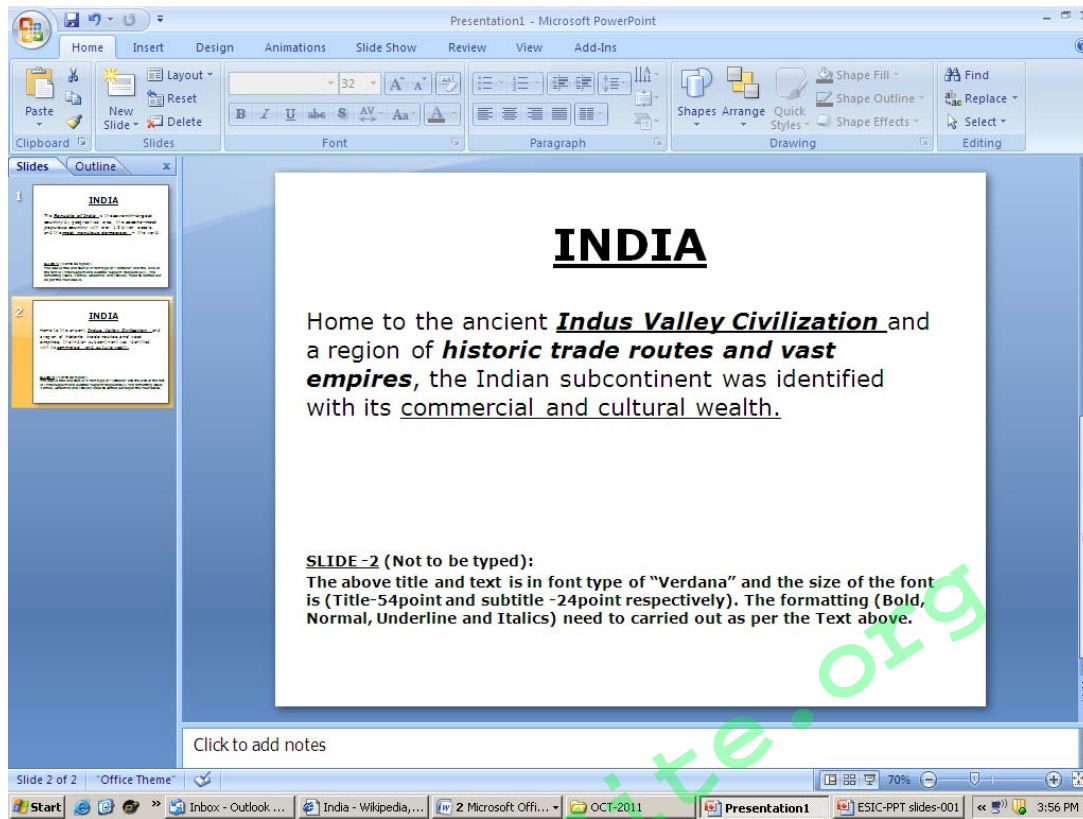
Marks - 10

Create a power point presentation comprising the content as mentioned the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

- Two power point slides using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall comprise of the equal content approximately.
- Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.



Recruitment to the post of Stenographer in ESIC



The image shows a screenshot of a Microsoft PowerPoint presentation. The title slide is titled "INDIA" in a large, bold, black font. Below the title, the text reads: "Home to the ancient ***Indus Valley Civilization*** and a region of ***historic trade routes and vast empires***, the Indian subcontinent was identified with its commercial and cultural wealth." Below this text, there is a note: "SLIDE -2 (Not to be typed): The above title and text is in font type of 'Verdana' and the size of the font is (Title-54point and subtitle -24point respectively). The formatting (Bold, Normal, Underline and Italics) need to carried out as per the Text above." The slide is displayed in a window titled "Presentation1 - Microsoft PowerPoint". The taskbar at the bottom shows the Start button, several open applications including Outlook, Wikipedia, and Microsoft Office, and the system tray with the time 3:56 PM.

Recruitment to the post of Stenographer in ESIC

MS-Word

Question: B

Marks-20

Reproduce the official letter using MS Word with the font type "Verdana" as per the format and guidelines given below, run the spell check and correct the spelling mistakes (if any) and save the file in correct format, Perform the following as per the sample.

There are 3 font sizes of "10 point", "11 point" and "12 point" and the line spacing - single and double used in the sample along with right insertion.

Not to be typed. All text is in Font type of "Verdana"	<p>Date: 19th November, 2011</p> <p>To,</p> <p>The Director, ESIC-HQ, PANCHDEEP BHAWAN, NEW DELHI.</p> <p><u>Subject: Submission of the Candidature for the advertised post in the September 2011 News daily.</u></p> <p>Respected Madam/Sir,</p> <p><u>This is with reference to the "ADVERTISEMENT" published in the News Daily on 15th September, 2011 for the recruitment of Group "C" Category post.</u></p> <p><i>I would like to submit my candidature for the same as per the prescribed format of the application form.</i></p> <p><u>Further, I have read and understood the eligibility criteria and process involved in the recruitment and at any stage during the recruitment process, any of the information declared by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever.</u></p> <p>Thanking you with warm regards,</p> <p><i>Yours sincerely</i> Name: ANTONY JOSE</p>
Font Size "12" →	
Double line spacing →	
Font Size "12" →	
Single line spacing →	
Font Size "12" →	
Double line spacing →	
Font Size "10" →	
Single line spacing →	
Font Size "10" →	
Double line spacing →	
Font Size "11" →	
Single line spacing →	
Font Size "10" →	
Double line spacing →	
Font Size "11" →	
Triple line spacing →	
Font Size "10" →	
Triple line spacing →	
Font Size "10" →	
Font Size "10" →	

Recruitment to the post of Stenographer in ESIC

Triple line spacing→	Contact address: 2/8, RESIDENTIAL ENCLAVE, NEAR PLAZA CORNER, DELHI-110023. <u>Enclosure:</u> Copy of the application form with certificates for verification.
Font Size "10"→	

MS-Excel

Question C

Marks-20

Reproduce the following data in the Ms-Excel sheet with Center alignment, Bold , Grid line, bold outside border and Perform the Calculation using formula in Ms - Excel sheet.

Name	A	B	Total (A+B)	% age of A with the total	Average of A & B
E	4800	6000			
F	5000	4500			
G	5800	5000			
H	4600	3200			

- Create the Excel sheet using Ms-Excel. Reproduce the heading of each of the column as mentioned in the Sample. All the heading should in Bold.
- Calculate the total of A and B using the formula in the desired cell.
- Calculate the %age of A with the total using the %age formula in the desired cell.
- Calculate the average of A and B using the formula in the desired cell.

Jt. Director