

SYLLABUS FOR SKILL MANPOWER TEST (OBJECTIVE TYPE) AT DIRECTORATE OF IT&SS

Component		Marks
I.	Skilled-Computer Knowledge	50 Marks
II.	General Intelligence /Awareness questions/ English Language	25-Marks

FOR SKILLED-COMPUTER KNOWLEDGE

1. Basics of Computer

Computer organization; Input and Output Devices; System Software and Application Software; Computer Language; Compiler and Assembler.

2. Basics of Windows Operating System

Elements of Windows XP; Desktop Elements; Locating Files and Folders; Changing System Setting; File Management in Windows; Installation of Software and Hardware.

3. Basics of Word Processing

Starting Word Programme; Word Screen Layout; Typing Screen Objects; Managing Documents; Protecting and Finding Documents; Printing Documents.

4. Formatting Documents

Working with Text; Formatting Text; Formatting Paragraphs; Bulleted and Numbered Lists; Copying and Moving Text; Spelling and Grammar; Page Formatting; Creating Tables; Mail Merge.

5. Introduction to Internet

Getting Connected to Internet; Types of Internet Connections; Internet Terminology; Understanding Internet Address; Web Browser and Internet Services.

6. Formulas, Functions and Charts

Basics of Spreadsheet; Selecting, Adding and Renaming Worksheets; Modifying a Worksheet; Workbook Protection; Formulas and Functions; Copying a Formula; Types of Functions; Types of Charts; Auto shapes and Smart Art.

7. Online Applications

URL; Web Servers; Search Engines; Telnet; FTP; Email; Social Networks ; Blogs; Video Conferencing; e-Commerce; m-Commerce; VOIP.