



PHASE I - SKILL TEST

Name of the Post : Senior Secretariat Assistant (Stenographer)

Exam Duration: 110 Minutes

Total Marks : 300

The candidates will be given:

1. One dictation for **10 minutes** in English at the speed of 100 w.p.m. **100 marks**
(shorthand test) following by **50 minutes** for transcription
2. Qualifying, Computer Based Typing test for **10 minutes** **100 marks**
in English at the speed of 40 w.p.m.
3. Computer Proficiency test on MS Office (**40 minutes**) **100 Marks**

The Syllabus for MS Office broadly covers the following topics:

MS Word:

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects.

MS Excel:

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print Or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object

MS PowerPoint:

Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art