Syllabus: Computer Skill Test

Module 1: Word Processing (Microsoft Word)

1. **Introduction to Microsoft Word**
   o Understanding the word interface, creating, saving, and opening documents
2. **Multilingual Document Creation**
   o Typing and formatting documents in Sanskrit, Assamese, and English, installing and using language keyboards and fonts
3. **Text Formatting**
   o Font types, sizes, styles (bold, italic, underline), text highlighting and tax colouring
4. **Text Alignment and Spacing**
   o Sentence alignment: left, right, center, justify, line spacing and spacing before/after paragraphs
5. **Lists and Structures**
   o Creating bullet points and numbered lists
6. **Editing and Navigation Tools**
   o Find and replace features, copy, cut, paste, undo, redo
7. **Document Finalization**
   o Saving file in different format (word or pdf)

Module 2: Spreadsheet Management (Microsoft Excel)

1. **Basics of Excel**
   o Understanding excel interface
   o Rows, columns, and cells
2. **Data Entry and Table Creation**
   o Entering and formatting data
   o Creating tables with headers and borders
3. **Formulas and Functions**
   o Basic calculations: addition, maximum, minimum, average, percentage
4. **Data Visualization**
   o Creating bar charts, pie charts, formatting chart labels and axes
5. **Cell Operations**
   o Merge and split cells

Module 3: Internet and Email Communication

1. **Internet Basics**
   - What is the internet and how it works, understanding LAN and Wi-Fi networks, connecting a computer or laptop to LAN or Wi-Fi
2. **Web Browsers and Search Engines**
   - Overview of browsers: google chrome, mozilla firefox, microsoft edge, etc., popular search engines: google, bing, yahoo
3. **Email Usage**
   - Creating and using email accounts (gmail, yahoo, rediffmail), composing, sending, receiving, and organizing emails, attaching files and using folders

Module 4: File and Folder Management

1. **Windows File System**
   - Creating, renaming, and deleting files/folders, organizing files using folders and subfolders
2. **File Compression**
   - Creating a ZIP file and extracting ZIP files, understanding compressed file formats
3. **File Types and Extensions**
   - Common file types (.docx, .xlsx, .pdf, .jpg, .zip), Changing default programs to open files

NB:

- Candidates who appeared for the written test for LDA and LBA are eligible to appear for the computer skill test, which will be held on 11th June 2025 at 10:00 AM in the university campus.
- No separate call letter will be issued for the computer skill test.
- Candidates have to bring their Admit card for Computer Skill test.