INDIAN INSTITUTE OF PETROLEUM & ENERGY, VISAKHAPATNAM
COMPUTER PROFICIENCY TEST (CPT) FOR THE POST OF
ASSISTANT REGISTRAR

Maximum Marks:20   Timing: 30

Instructions to the Candidates

1. The activities given in the question paper are to be carried out on the computer system allotted to the candidates.

2. The candidates are advised to save their work frequently. The responsibility for any loss of data due to not saving the work or any mishandling of the computers by the candidates will lie upon them. Any claim for allowing additional time on this ground will not be entertained.

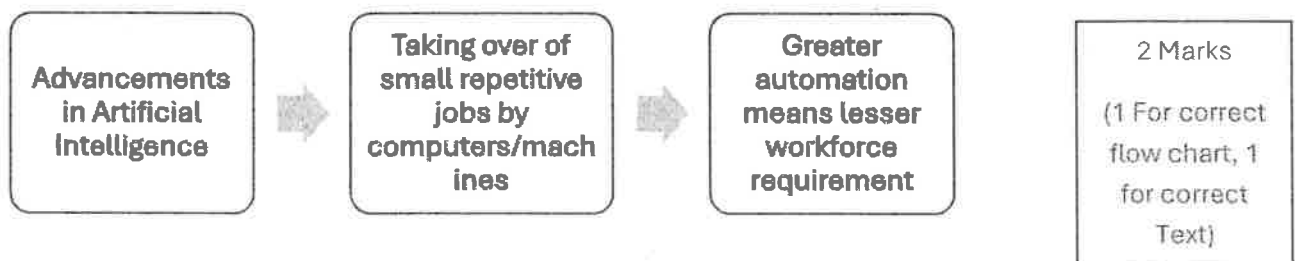## Question 1   (Total 7 Marks)

Reproduce the below paragraph, text and shape on MS Word File and keep the alignment and formatting the same as given below.

Impact of Advancements in Artificial Intelligence

It seems that we are soon going to witness a time when the *'generative predictive text artificial intelligence tools'* will make ~~some~~ many common jobs redundant. The output of some of the tools like Chat GPT is quite impressive and human-like. There are some limitations and challenges too but they do Not Seem To Be Insurmountable. The Refinement Of These Tools And Applications Will Bring In A New Era Of Automated Work Environment. The Following Flowchart Depicts The Steps Of This Change:

5 Marks (1 mark for star, 1 mark for completing the typing part, 3 marks for correct formatting)

Advancements in Artificial Intelligence → Taking over of small repetitive jobs by computers/machines → Greater automation means lesser workforce requirement

2 Marks (1 For correct flow chart, 1 for correct Text)

1

Question 2 (Total 7 Marks)

Reproduce the content given below using MS Excel. Keep the formatting and alignment same as shown in the below table and do the calculation using MS-Excel Tools:-

Name of the Job	Rate	Quantity	Taxable Value (Rate × Quantity)	GST @ 12%	Total Amount (Taxable value + GST)
Job-A	49.25	13			
Job-B	59.25	23			
Job-C	39.00	49			
Job-D	79.50	79			
Job-E	91.50	27			

*(**Marks Distribution- 3 marks** for correctly copying the same table, **1 mark** for finding Taxable Value by using formula, **2 mark** for finding GST by using formula and **1 mark** for finding Total Amount by using formula)*

Question 3 (Total 6 Marks)

Prepare one MS PowerPoint slide with the layout as given below: