

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

Maximum Marks:20

Timing: 30 Minutes

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.

(I) Test for MS Word [9 Marks]:

Q. No.1

- (a) Open a new file in MS WORD and save it with your name as name of the file. [0.5]
- (b) Insert your name and roll no. in the header of the page. [0.5]
- (c) Reproduce the content given below on the page in the created MS WORD file with
Font: Arial and Font Size: 14 [4]

Significance of Education

Education is a very significant tool that helps a person to get knowledge and improve confidence in life. It helps to improve vision, insight and overall personality. Hereunder are the various features of education which outline the importance of education in human life:

- (i) **Safety against Crime:** The chances of an educated person getting involved in crime or criminal acts are very low. An educated person is well aware of his/ her surroundings and is less susceptible to getting cheated or fooled;
- (ii) **Women's Empowerment:** The empowerment of women is an essential pillar to optimize the good functioning of our society and nation as a whole. We can break old customs like child marriage, sati, dowry, etc only by educating the men and women of our nation;
- (iii) **Removing poverty:** Education is pivotal in removing poverty from our society and our country. The clutches of poverty are very harsh and one of the main factors behind all the problems of our society. If a person is well educated, he/she can get a good job and earn money to sustain his/ her family.

Q. No. 2

Create the following table structure in Microsoft Word alongwith its content: [4]

P1	P ₂	P ₃	P4	<u>Q5</u>
	Q ₂	Q ₃	Q ₂	

(II) Test for MS- Excel [6 Marks]:

Q. No. 1-

- (a) Open a new file in MS Excel and save it with your name as name of the file. [0.5]
(b) Insert your name and roll no. in the footer of the Excel sheet. [0.5]
(c) Reproduce the content given below in the Excel Sheet. [4]

Name	Quarterly Production of Iron Ores(In tonnes)				
	Production in 1 st Quarter	Production in 2 nd Quarter	Production in 3 rd Quarter	Production in 4 th Quarter	Total
David	1345	8764	3456	6783	
Mahesh	4567	9875	5675	3456	
Saroj	2431	7893	1345	7894	
Shammi	2345	3467	6784	7834	

- (d) Find the total of each row in column 6 using auto sum [1]

(III) Test for MS PowerPoint [5 Marks]:

Q. No. 1-

- (a) Open a file in MS PowerPoint and save it with your name as name of the file. [0.5]
(b) Insert your name and roll no. in the footer of the MS PowerPoint file. [0.5]
(c) Prepare a slide in Microsoft PowerPoint file created by you and reproduce the content shown inside the box below : [4]

