PERSONNEL AND ADMINISTRATIVE REFORMS SECRETARIAT

NOTIFICATION

No. DPAR 43 SCR 2008, Bangalore, Date: 18.12.2012

In exercise of the powers conferred by rule-5 of the Karnataka Civil Services (Computer Literacy Test) Rules, 2012, the Government of Karnataka hereby notifies the Syllabus, Number of papers, duration and maximum marks of the Computer Literacy test for the purpose of the said rule which shall be as specified in the Schedule below, namely:-

"SCHEDULE

SYLLABUS FOR COMPUTER LITERACY TEST

(Maximum Marks- 80)

Time- 90 Minutes

(5 Marks)

1. **Introduction to Computer:-**

    (a) What is Computer

    (b) Broad Categories of Computers

    (c) Language of Computer

    (d) Basic applications of Computer

    (e) Components of Computer

    - Central Processing Unit (CPU)

    - Input and Output devices

    - Computer memory

    - Concept of hardware and software

    (f) Representation of data concepts of data processing

    - Definition of data

    - Basic data types

    - Storage of data as files

2. **Introduction to Windows and Windows concepts:-**

    (a) What is an Operating System and basics of Window

    (b) The user interface

- Using mouse and moving Icons on the screen
- The My Computer Icon
- The Recycle Bin
- Status bar, Start and Menu
- Running an application
- Windows Explorer Viewing of File. Folders and Directories
- Creating and Renaming files and folders
- Opening and closing different Windows.

(c) Windows setting

- Control Panels
- Wall paper and Screen Savers
- Setting the date and sound
- Concept of menu using help

(d) Advanced Windows

- Using right button of the mouse
- Creating short cuts
- Basics of window setup
- Notepad
- Window Accessories
- cut, copy & paste

3. WORD PROCESSING IN ENGLISH : MS WORD:-   (Maximum 20 Marks)

(c) Word Processing Basic

- An introduction to MS WORD
- Opening MS WORD package
- The Menu Bar
- Using the Help
- Using Icons below menu bar

(b) Opening and Closing Documents

- Opening Documents -- Save and Save As
- Page set up
- Printing Documents
- Display/Hiding of paragraph marks and
  inter word space

(c) Moving around in a document

- Scrolling the document –Scrolling by
  link/paragraph
- Fast scrolling and moving pages

(d) Using a Document/Help Wizard

(e) Text creation and manipulation

- Paragraph and Tab setting

- Text selection
- Cut, Copy and Paste
- Font and size selection
- Bold, Italic and Underline
- Alignment of text –center, Left, Right and Justify

(f) Formatting text:
- Changing font, size and color
- Paragraph indenting
- Bullets and numbering
- Use of Tab and Tab setting
- Changing Case

(g) Handling multiple documents
- Opening and closing multiple documents
- Cut, Copy and paste across the documents
- Saving of clip boards

(h) Table Manipulation:
- Concept of Table - Rows, Columns and cells
- Draw table
- Changing cell width and height
- Alignment of text in cell
- Copying of cell
- Delete/inserting of row or columns
- Borders of table

(i) Printing
- Printing
- Print Preview
- Print selected page
- Mail merge

4. SPREAD SHEET – MS EXCEL :-   (Maximum 20 Marks)

(a) Elements of Electronics Spread Sheet-MS EXCEL
- Application / usage of Spread sheet
- Opening of MS Excel
- The Menu bar
- Work Book and sheets
- Creation of cells and addressing
- Cell inputting
- Edit features

(b) Manipulation of cells
- Enter text, numbers and dates
- Insertion of cells, rows and columns

- Formatting of cells, rows and columns
- Creation of tables
- Cell height and widths
- Copying and moving cells

(c) Use of formulas

- Usage of basic formulas
- Functions – Financial, Statistical, Date & Time, Math & Trg and Logical

(d) Data Manipulation:-

- Sorting
- Filter
- Subtotal

(e) Window

- Freeze pans
- Split
- Hide

(f) Charts

- What is chart and its usage
- Different types of chart-Column, Bar, Line, Pie etc.
- Creation of chart
- Customization

(g) Spread sheet for small accounting

- Maintaining invoices / budget
- Totaling of Various transactions
- Maintaining daily and monthly sales report
- Preparing monthly salary bills
- Preparing Statistical reports with charts

5. **Computer Communication and Internet:-**

(Maximum 10 Marks)

(a) Basic computer networks

- LAN
- Internet
- WAN

(b) Internet

- Concept of Internet
- Application Internet

(c) Service on Internet

- WWW and web sites
- Communication on Internet

(c) Web browsing software

- Internet Explorer
- Netscape Communicator

(d) Surfing the Internet

- Giving URL address
- Search
- Moving around web-site
- Printing or saving portion of web pages
- Down loading

(e) Chatting on Internet

E-Mail:- (Maximum 10 Marks)

(a) Basic of electronic mail

- What is an electronic mail
- E-mail addressing
- Mailbox – inbox and outbox

(b) Using E-Mails

- Viewing
- Sending
- Saving
- Sending same and mail to various users

(c) Document handling

- Sending soft copy as attachment
- Enclosures to E-mail
- Send portion of document as E-mail

6. **Power Point:-** (Maximum 5 Marks)

(a) Basics

- Difference between Document and Presentation
- Using Power Point
- Opening Power Point Presentation
- Using Wizard for creating presentation

(b) Creation of Presentation

- Title
- Text creation
- Font and sizes
- Bullet and indenting
- Moving to next slide

(c) Preparation of slides

- Selection type of slides
- Importing text from documents

- Moving to next slide
- The slide Manager

(d) Providing aesthetics

- Slide Design
- Background and text colors
- Marking your own slide format
- Footnotes and slide numbering

(e) Slide manipulation and slide show

(f) Presentation of slides

- Using slide show
- Printing the slides and Handouts
- Slide sorter
- Title sorter

7. Knowledge of Kannada Nudi Software in,-   (Maximum 10 Marks)

   (a) Word Processing;

   (b) Spread Sheet;

   (c) Power Point Presentation; and

   (d) Internet and Communication.

II. PATTERN OF TESTING :-

(1) The test shall be online, multiple choice type.

(2) Total questions shall be 80, carrying 1 marks each

(3) Indicative allocation of 80 marks based on syllabus is as follows:-

   (a) Computer fundamentals and Windows – Maximum 5 marks.

      Word Processing- MS Word – Maximum 20 marks.

   (b) Spreadsheet –MS Excel – Maximum 20 marks

   (c) Computer Communications, Internet and e-mail – Maximum 20 marks.

   (d) Nudi Kannada software

      Knowledge in Word Processing – Maximum 10 marks.

   (e) Power Point – Maximum 5 marks.

III. NUMBER OF PAPERS:-

(1) There shall be one paper combining both theory and practical configuration questions.

(2) The question paper shall be in both English & Kannada. Candidates can opt any one of the languages."

By Order and in the name of the Governor of Karnataka.

Dr. MANGALA .G.S
Under Secretary to Government,
Department of Personnel and Administrative Reforms
(Service Rules - 1)