Syllabus for theory test

Computer fundamentals; Hardware, Software, Types of Hardware and Software; Components of Computer System; Generations of Computers; Storage Devices; Basics of Networking and Internet

MS-WORD

Create a new document, opening and saving a document file, Formatting, Editing, Copy, Paste, Alignment, Bold, Italic, Underline, Subscript, Superscript, Find, Replace, Insert Picture, Header, Footer, Create Table, Insert Column, Insert Row, Delete Column and sorting, Bullets, Numbering, Margins, Paper Setting, Word Count, Mail Merge

MS-EXCEL

Introduction to worksheet/spreads, Features of Excel, Describe the Excel Window, Different Functions on different data in excel, Creation of Graphs, Editing it and Formatting, Changing chart type to 2d chart or 3d chart, Creation of Worksheet, Adding, Deleting, Moving the text in worksheet