



Indian Institute of Technology Jodhpur

Ratanada, Jodhpur – 342011

Skill (Trade) Test for the post of Junior Assistant

Time: 5 minutes + 45 minutes

Total marks: 25x4=100

INSTRUCTIONS

Read the instruction carefully. 5 minutes are provided you additional to read the question paper only. In the first 5 minutes no candidate is allowed to start any work on computer. You will be required to create separate files for each question. Put all these files in folder in the desktop and name it with the following convention: If your name is Ajay and application/registration number ID is 123456, then the folder name should be Ajay_123456. Candidates are advised to keep saving their work frequently. Candidate are requested to put signature on print outs.

Q1. Use Microsoft word for the following:

- (i) As a new recruited Junior Assistant you need a desktop computer to do the office work. Write an application to Registrar of the Institute through Section In-charge justifying your demand. Use Font= "Arial", Font size = "12pt"
- (ii) Set the following margins for the page, 1.5" from top and 1.0" from bottom margin and 1.25" from left and 1.0" from right margin.

Q2. Use Ms-Excel for the following:

(i) Create a database using the following statistics:

Institute	Students	Faculty	Staff
IIT	1469	139	152
NIT	1207	113	137

- a. Based on above data, present a comparison of student, faculty and staff strength using line chart. Give suitable heading of prepared chart.
- b. Based on above date, present the statistics students of IIT through a pie chart considering total intake in B.Tech., M.Tech. and Ph.D. are 60%, 25% and 15%, respectively. Give suitable heading of prepared chart.

Q3. Use Ms-PowerPoint for the following:

The inauguration of the Institute is scheduled to be held on coming 26th January. Create an invitation card on behalf of program coordinator. Use appropriate graphics and art to make the slide attractive.

Q4. Using a suitable office application create database given below:

	A	B	C	D	E	F
1	Emp. No.	Basic Pay	Leave Earned	Leave Availed	Leave Balance	Leave Encashment
2	53	8460	25	0		
3	25	13500	50	40		
4	47	8460	49	20		
5	105	18150	15	12		
6	14	17140	66	66		
7	5	21000	75	48		
8	162	21000	8	0		
9	67	8460	27	27		
10	49	13500	40	10		
11	3	8460	80	21		

The Institute has considered the request of employees and approved given leave encashment of balanced leave as on 31.12.2016.

Use appropriate formula in column 'E' to calculate the balance leave and accordingly also put a formula in column "F" to calculate leave encashment of all

employees of said database. Per month salary of an employee is equal to "Basic Pay" + "Dearness Allowance". Present rate of Dearness Allowance is 132% of basic pay.

Name of candidate:

Signature of candidate