

**DEPARTMENT OF ELECTION  
GOVERNMENT OF MIZORAM  
RECRUITMENT OF LDC : SKILL TEST**

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**Instructions:**

**A. MICROSOFT WORD (30 MARKS)**

1. Create a New Document with the following attributes: (10 Marks)
  - a. Page Size: A4
  - b. Margin (All Sides): 2.0CM
  - c. Page Border: Box; Page Border Width: 1pt
  - d. On First Page: Draw a rectangle with 6CM as height and 18CM as width and put it on the centre of the page.
  - e. Fill the rectangle with yellow colour.
  
2. Using the same document of Q1, perform the following: (10 Marks)
  - a. On the Second Page: Rotate the page to make it as 'Landscape' Orientation while the first page should continue to be in 'Portrait' Orientation.
  - b. Devide the page into two columns as follows: 1<sup>st</sup> column as 15CM, 2<sup>nd</sup> column as 7.62CM with a spacing of 2CM.
  - c. Draw a line between the two columns using the built-in feature instead of drawing line from Shapes.
  
3. On the same document, perform the following: (10 Marks)
  - a. Insert 1 image each on the two columns.
  - b. Resize the images to have the same width as the corresponding columns and height as 10CM each.
  - c. Put the first image on top of the column and second image on the bottom of the column.

**B. MICROSOFT EXCEL (30 MARKS)**

1. Prepare the following table: (10Marks)

<b><u>LUNGLEI - AIZAWL</u></b>		
<b>Location 1</b>	<b>Location 2</b>	<b>Distance</b>
Lunglei	Haulawng	40 km
Haulawng	Mualthuam	10 km
Mualthuam	Kanghmun	16 km
Kanghmun	Thenzawl	16 km
Thenzawl	Sialsuk	24 km
Sialsuk	Aibawk	39 km

Aibawk	Muallungthu	12 km
Muallungthu	Aizawl	18 km
<b>Total Distance</b>		<b>175 km</b>

- a. Height of each row: 30 pixels
  - b. Length of each column: 100 pixels
  - c. Align each cells' vertical at centre position.
  - d. Calculate the total distance using formula.
  - e. Use 'km' as custom unit for all distances.
2. Prepare the following from the given table: (10 Marks)
- a. Show 'Month 1' score of each person as 2-D Column.
  - b. Show 'Month 2' score of each person as 2-D Bar.
  - c. Show 'Month 3' score of each person as 2-D Line.
  - d. Show 'Month 4' score of each person as 3-D Pie.

Persons	Month 1	Month 2	Month 3	Month 4
Person 1	42	34	43	44
Person 2	34	45	34	31
Person 3	48	23	43	31
Person 4	25	23	33	41
Person 5	13	45	30	27

3. Using the given table below, complete the task given: (10 Marks)

Name	Roll No.	Physics	Chemistry	Maths	Total	Percent

- a. Fill the table for 5 students considering the total marks of each subject as 100.
- b. Using function, calculate the total. Also, calculate the percentage for each student without using any function. Set the percentage decimal places to 2.
- c. Using 'Conditional Formatting' highlight marks higher than 90 with 'Green Fill with Dark Green Text'. Create New Formatting Rules to highlight marks lower than 50 with 'Yellow Fill with Dark Yellow Text'.

**C. MICROSOFT POWERPOINT (30 MARKS) [3x10Marks]**

- Q. Prepare a 3 slide company profile presentation using Powerpoint. Use the images provided to you (Desktop – PPT Assets). Each page will carry 10 marks.