

**EXAMINATION FOR RECRUITMENT OF EXECUTIVE ASSISTANT FOR THE
NATIONAL INSTITUTE OF WIND ENERGY, GOVT. OF INDIA**

JANUARY 2017

Name: _____

Roll No:

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INSTRUCTION TO CANDIDATES

1. Each candidate will be supplied with a Question Paper Booklet and an Optical Mark Reading (OMR) answer sheet.
2. There are totally 40 Objective Type – Multiple Choice questions and two Practical Questions printed in 8 pages of the Question Paper Booklet. Kindly check whether all pages is intact.
3. Time allotted for the examination is 60 minutes. First 40 Minutes for 40 Objective Type – Multiple Choice questions and Last 20 Minutes for two Practical Questions
4. For rough work, there are sheets provided at the end of the question paper booklet. Writing is not allowed in the other pages of question paper booklet.
5. Do **NOT** start writing till you are instructed to start.
6. Answers are to be marked **ONLY** on the Optical Mark Reading (OMR) answer sheet provided.
7. Answers marked on the Question Paper Booklet will not be considered.
8. Mark your answers by **darkening the oval** for the alternatives A, B, C, D for each of the questions on the Optical Mark Reading (OMR) with a **Pen**
9. Candidates writing the examination will not be allowed out of the examination hall until the examination is over (In case of emergency the invigilator should obtain permission from the Chief Controller of Examination.)
10. All candidates should return both the Question Paper Booklet and Optical Mark Reading (OMR) after completion, before leaving.
11. Registration No. and Name should be written both on the Question Paper Booklet and on the Optical Mark Reading (OMR) in the designated places. No writing on any other part of the Optical Mark Reading (OMR) answer sheet is allowed.
12. All candidates should sign in Optical Mark Reading (OMR) answer sheet.
13. Written test call letter will be verified by the invigilator.
14. The answers for each of the questions are to be marked on a separate, specially designed, machine-gradable sheet of paper (Optical Mark Reading). While answering each of the questions the candidate is expected to darken the bubble(s) against correct answer(s).
15. **Wish you all the best!**

1. To change line height to 1.5 we use shortcut key :
 - a. Ctrl+1
 - b. Ctrl + 2
 - c. Ctrl + 3
 - d. Ctrl + 5
2. A number of letter that appears little above the normal text is called :
 - a. Superscript
 - b. Subscript
 - c. Supertext
 - d. Toptext
3. What item contains detailed information about something in the text ?
 - a. Footer
 - b. Foot Note
 - c. Header
 - d. Head Note
4. How can you find specific information in a list?
 - a. Select Tools > Finder from the menu
 - b. Click the Find button on the standard toolbar
 - c. Select Insert > Find from the menu
 - d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button
5. When integrating word and excel, word is usually the
 - a. Server
 - b. Destination
 - c. Client
 - d. Both b and c
6. Which is used to perform what if analysis?
 - a. Solver
 - b. Goal seek
 - c. Scenario Manager
 - d. All of above
7. To edit in an embedded excel worksheet object in a word document
 - a. Use the excel menu bar and toolbars inside the word application
 - b. Edit the hyperlink
 - c. Edit the data in a excel source application
 - d. Use the word menu bar and toolbars

8. An excel workbook is a collection of
 - a. Workbooks
 - b. Worksheets
 - c. Charts
 - d. Worksheets and charts
9. Which of the following is not a valid data type in excel
 - a. Number
 - b. Character
 - c. Label
 - d. Date/time
10. What function displays row data in a column or column data in a row?
 - a. Hyperlink
 - b. Index
 - c. Transpose
 - d. Rows
11. Except for the function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result
 - a. IF
 - b. AND
 - c. OR
 - d. NOT
12. A function inside another function is called a function.
 - a. Nested
 - b. Round
 - c. Sum
 - d. Text
13. Which function calculates your monthly mortgage payment?
 - a. PMT (payments)
 - b. NPER (number of periods)
 - c. PV (present value)
 - d. All of above
14. To insert three columns between columns D and E you would
 - a. Select column D
 - b. Select column E
 - c. Select columns E, F and G
 - d. Select columns D, E, and F.
15. Charts tips can
 - a. Show the formatting of a data label
 - b. Show the name of a data series
 - c. Show the value of data point
 - d. b and c

16. To drag a selected range of data to another worksheet in the same workbook, use the
- Tab key
 - Alt key
 - Shift key
 - Ctrl key
17. LARGE function used to find
- 1st Largest Number in the array
 - Largest and Smallest number in the array
 - Kth Largest Number in the Array
 - Largest number between two set of array
18. VLOOKUP function used to ?
- Finds related records
 - Looks up text that contain "v"
 - Check if two cells are identical
 - None of above
19. Which function in excel counts the numbers of characters in a cell ?
- LENGHT
 - LGT
 - LT
 - LEN
20. Which function converts one unit to other unit ?
- Change
 - Convert
 - Shift
 - Conv
21. Which of the following is not a multitasking operating system?
- Windows
 - Linux
 - Win NT
 - DOS
22. Which command is used to see the version of operating system?
- Vol
 - Version
 - Ver
 - None of the above
23. Which of the following is system software?
- Operating system
 - Compiler
 - Utilities
 - All of the above

24. Which file is the batch file that is read while booting a computer?
- a. Autoexec.bat
 - b. Auto-batch
 - c. Autoexecutive.bat
 - d. Auto.bat
25. Which command is used to clear the screen in Windows Operating System
- a. Cls
 - b. Clear
 - c. Clscreen
 - d. All of above
26. Which command be used to ask you to confirm that you want to delete the directory?
- a. Deltree
 - b. Deltree/f
 - c. Del *.* /p
 - d. Erase *.*
27. RESTORE command is used to
- a. Restore files from disks made using the BACKUP command
 - b. Restore files which are deleted
 - c. Restore files from recycle bin
 - d. Restore files which are deleted recently
28. In which view Headers and Footers are visible
- a. Normal View
 - b. Page Layout View
 - c. Print Layout View
 - d. Draft View
29. To apply center alignment to a paragraph we can press
- a. Ctrl + S
 - b. Ctrl + C
 - c. Ctrl + C + A
 - d. Ctrl + E
30. The space left between the margin and the start of a paragraph is called
- a. Spacing
 - b. Gutter
 - c. Indentation
 - d. Alignment
31. What is shortcut to enter current date in cell in excel?
- a. Ctrl + ;
 - b. Alt + ;
 - c. Shift + &
 - d. Ctrl + \$

32. Which of the following should you use if you want all the slide in the presentation to have the same "look"?
- a. the slide layout option
 - b. add a slide option
 - c. outline view
 - d. a presentation design template
33. In order to edit a chart, you can
- a. Triple click the chart object
 - b. Click and drag the chart object
 - c. Double click the chart object
 - d. Click the chart object
34. To select one hyperlink after another during a slide presentation, what do you press?
- a. Tab
 - b. Ctrl + K
 - c. Ctrl + h
 - d. All of above
35. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?
- a. Edit the notes master and add your company logo
 - b. Edit the slide master and insert your company logo and notes pane
 - c. Edit the handout master to include your company logo and one slide per page with additional note space
 - d. All of the above
36. Which of the following can you use to add times to the slides in a presentation
- a. Slice Show menu
 - b. Rehearse timing button
 - c. Slide transition button
 - d. All of the above
37. Format painter
- a. To paint pretty picutures on your slides
 - b. To copy formatting from one object or piece of text and then apply it elsewhere
 - c. To change the background color of your slides
 - d. To paint pretty pictures on background of slides

38. This Key Uniquely Identifies Each Record

- a. Primary Key
- b. Key Record
- c. Unique Key
- d. Field Name

39. What Is The Maximum Length A Text Field Can Be?

- a. 120
- b. 255
- c. 265
- d. 75

40. Which action do you use in a a macro to automatically send a report snapshot in an email message?

- a. Use mail
- b. Send object
- c. Run macro
- d. All of the above

1. *Open your word processing application and type the following letter on a new blank page.*

NIWE
Pallikaranai
Chennai

Dear Participant

As you may be aware we have been running a variety of courses at the Institute ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 2-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential candidates. Please find enclosed an application form and a program schedule.

We look forward to your participation.

Yours truly,

Dr. Rajathiraja
Course Director

2. *Save the letter as Course Letter.*
3. *Open a new blank document and create the table below.*

Title	First Name	Last name	Address 1	Address 2	City
Mr	R	Raja	42, Raja Street	Taramani	Chennai
Dr	V	Neethi	T- 1, NITTR	Tambaram	Chennai
Mrs	S	Rani	A-2, Rani 1 st Street	Pallikaranai	Chennai

4. *Save the file as Course_Participant_Data.*
5. *Close the document.*
6. *Using the current document Course Letter as a form letter and the Course_Participants_Data as the data source merge the two documents and insert the merged fields Title, First_Name, Surname, Address and City fields above Dear Participant in the letter, as shown below.*

<<Title>> <<First_Name>> <<Surname>>

<<Address_1>>

<<Address_2>>

<<City>>

Dear Participant

7. *Save the mail merge document as sample.docx*
8. *Save and close all open documents.*

National Institute of Wind Energy, Palliakarani, Chennai

Pay slip for the month of January

Name: abcd Payband: 15600 – 39100 IT-PAN : XXXXXXXX Grade Pay : 7200

Design: Scientist Dept : Wind Turbine Emp No : 225051

Bpay : 25,000 DA : 27,520 Transport_Allow : 7,200 HRA:15,756 Gross Pay : 75,476

Deductions :

Income- Tax : 1000 LIC: 500 PF: 800 GLIS : 200 Total Deductions : 2500

Net pay: 72,976

Consider the above pay bill and the same amount of salary for the entire year. Prepare an excel sheet to find the income tax for the person *abcd*. He is paying monthly Income tax as Rs.1000/- as mentioned above.

The Excel Sheet must Consists the following with proper calculations

1. Name
2. Designation
3. Gross Income
4. Calculation Rule :
 - HRA for the entire Year
 - Less the HRA from Gross Income
5. Balance
6. Calculation Rule :
 - Total LIC amount for the year under 80-ccc
 - Less the LIC amount from the balance(5)
7. Balance
8. Calculation Rule :
 - Total GLIS for the year
 - Less the GLIS from the balance(7)
9. Balance – Taxable Income(Rounded off to the nearest multiples of ten rupees)
10. Net Income Tax – 20% for the Balance arrived at 9.
11. Education Cess @ 3%
12. Net Amount to be deducted
13. IT already paid
14. Balance Amount to be deducted