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# Chapter-1

**MS OFFICE**

# 1

# MS OFFICE

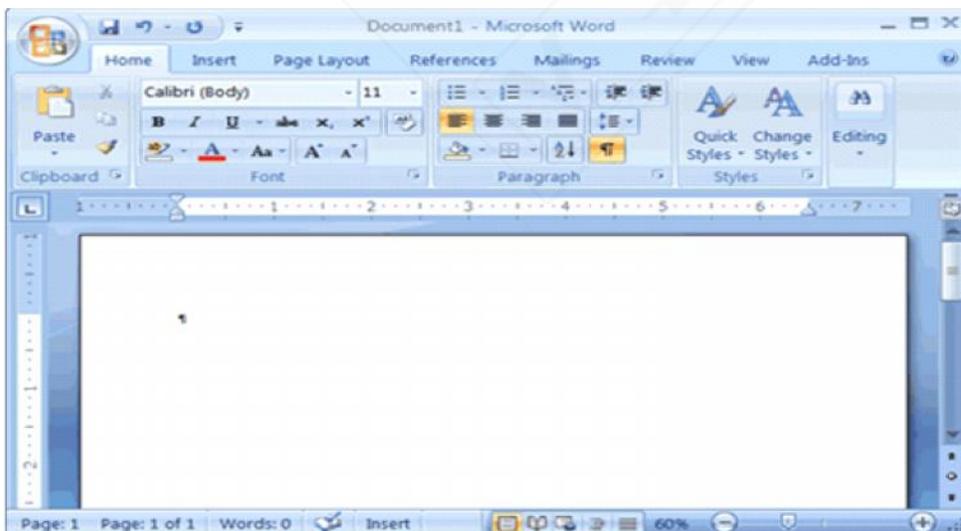
## MICROSOFT WORD 2007

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your computer for desktop publishing.

### Lesson 1:-Getting Familiar with Microsoft Word 2007 for Windows

This lesson will introduce you to the Word window. You use this window to interact with Word. To begin this lesson, open Microsoft Word 2007. The Microsoft Word window appears and your screen looks similar to the one shown here. This lesson covers typing, using the Backspace key, using the Delete key, inserting text, bolding, underlining, and italicizing. This lesson has 13 module plan for class manual.

1. The Microsoft Office Button
2. The Quick Access Toolbar
3. The Title Bar
4. The Ribbon
5. The Ruler
6. The Text Area
7. The Vertical and Horizontal Scroll Bars
8. The Status Bar
9. Understanding Document Views
10. Type, Backspace, and Delete
11. Insert and Overtyping
12. Bold, Italicize, and Underline
13. Save a File and Close Word



## 1. The Microsoft Office Button



In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

## 2. The Quick Access Toolbar



Next to the Microsoft Office button is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an

action you have taken, and Redo to reapply an action you have rolled back.

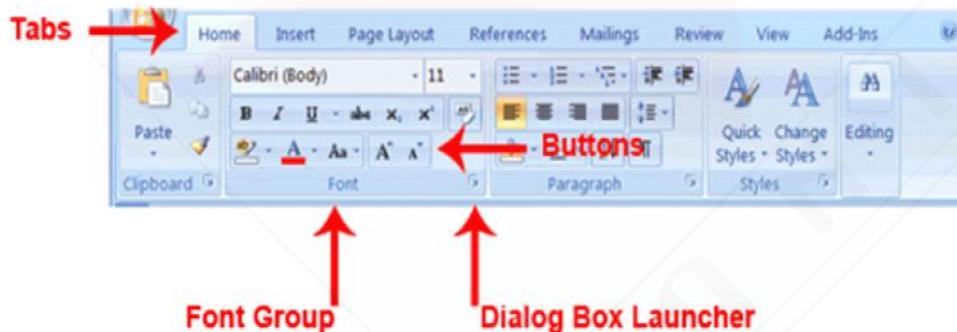
## 3. The Title Bar

The title bar is a horizontal bar at the top of the Word window. It displays the name of the current document, "Document1 - Microsoft Word".

working. Word names the first new document you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently

## 4. The Ribbon



You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access

toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

## 5. The Ruler



The ruler is found below the Ribbon.

You can use the ruler to change the format of your

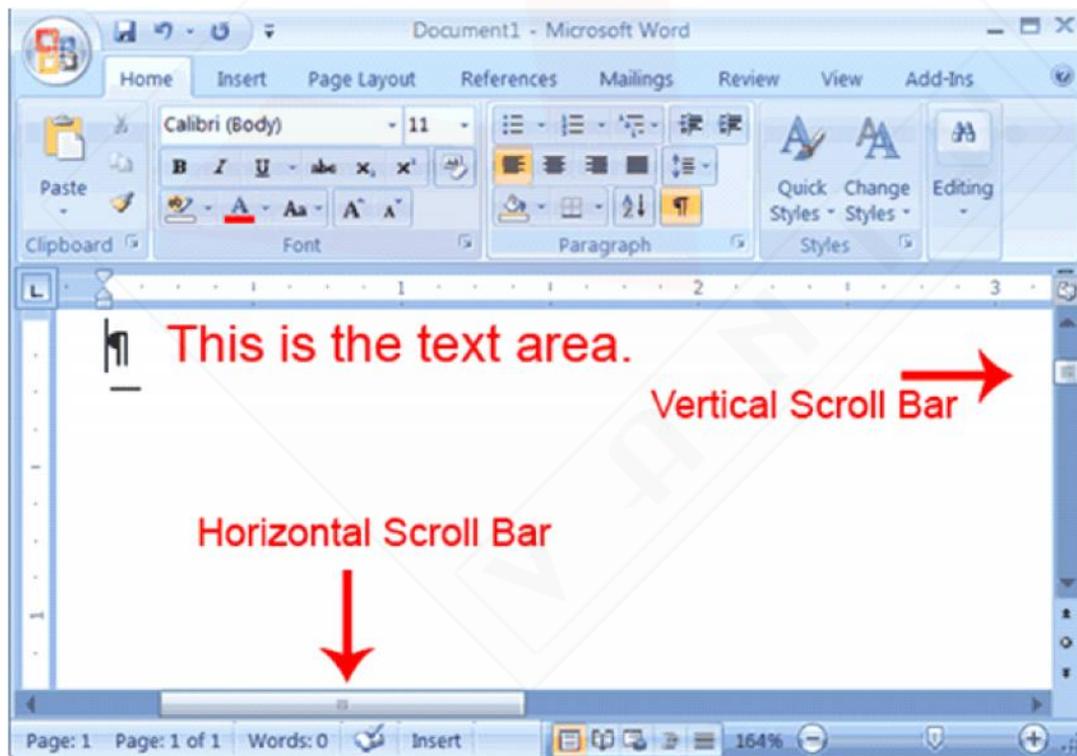
document quickly. If your ruler is not visible, follow the steps listed here:



1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

## 6. The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.



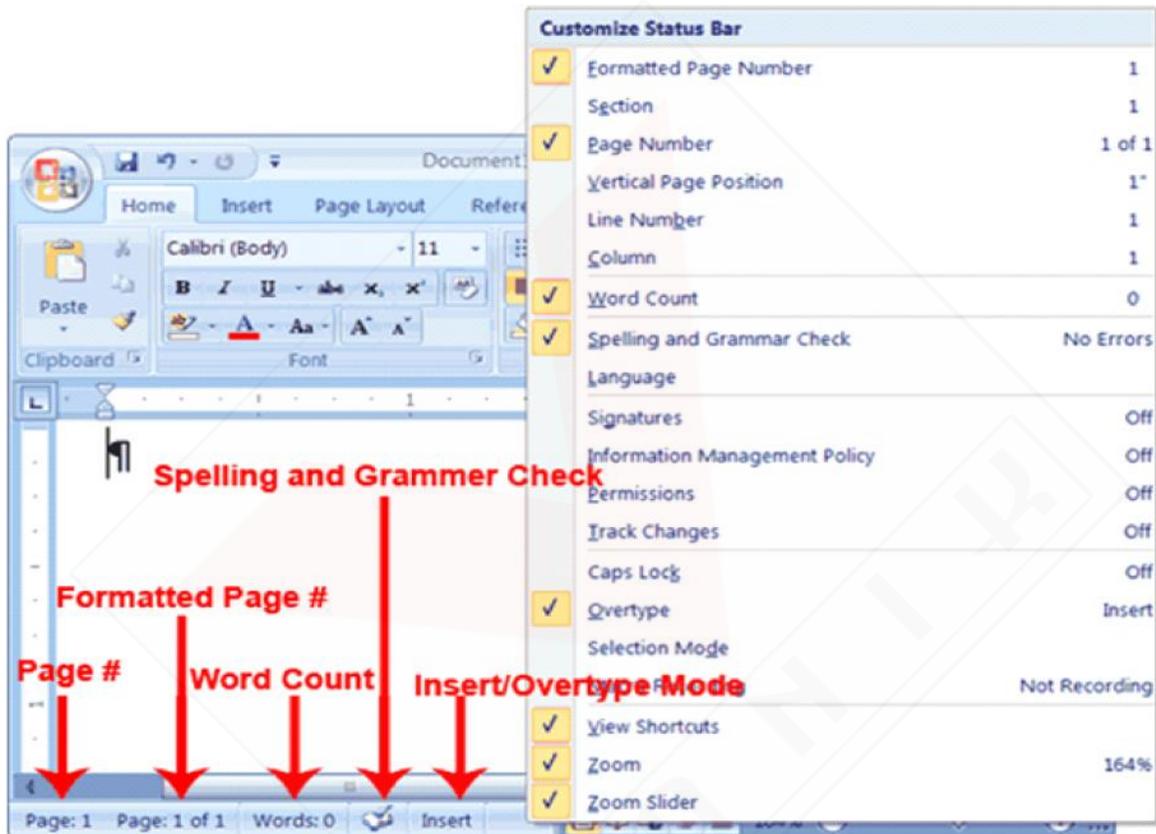
## 7. The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your

document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

## 8. The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



## 9. Understanding Document Views

In Word 2007, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

### Draft View

Draft view is the most frequently used view. You use Draft view to quickly edit your document.

### Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

### Print Layout

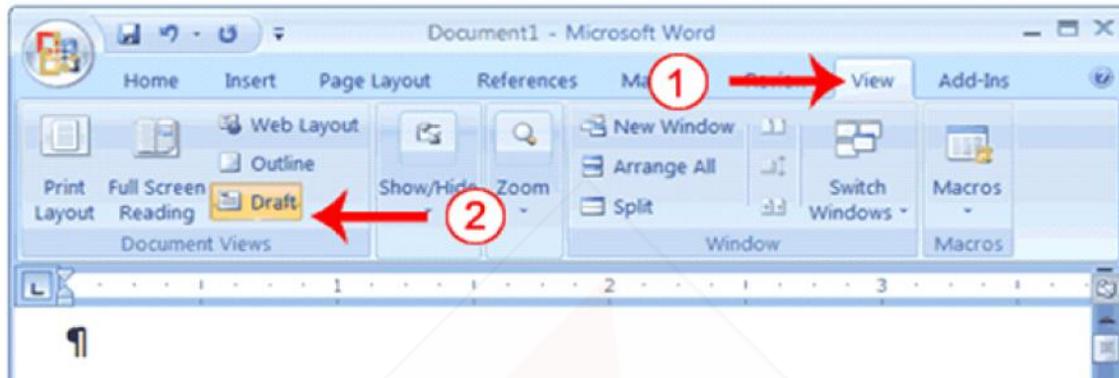
The Print Layout view shows the document as it will look when it is printed.

### Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable.

### Outline View

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it. You should use Draft view for these lessons. Before moving ahead, make sure you are in Draft view:



1. Click the View tab.
2. Click Draft in the Document Views group. When the Draft option is selected it appears in a contrasting color.

### 10. Type, Backspace, and Delete

In Microsoft Word, you create documents by typing them. For example, if you want to create a report, you open Microsoft Word and then begin typing. You do not have to do anything when your text reaches the end of a line and you want to move to a new line—Microsoft Word automatically moves your text to a new line. If you want to start a new paragraph, press Enter. Microsoft Word creates a blank line to indicate the start of a new paragraph. To capitalize, hold down the Shift key while typing the letter you want to capitalize. If you make a mistake, you can delete what you typed and then type your correction.

You can use the Backspace key to delete. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The insertion point is the point at which your mouse pointer is located. You can also delete text by using the Delete key. First, you select the text you want to delete; then you press the Delete key.

### EXERCISE - 1

#### **Type and Backspace**

1. Type the following sentence:

**Joe has a very large house.**

2. Delete the word "house." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in "house."
3. Press the Backspace key until the word "house" is deleted.
4. Type **boat**. The sentence should now read:  
"Joe has a very large boat."

#### **Delete**

Delete the word "very" from the sentence you just typed.

1. Select the word "very." You can place the cursor before the "v" in the word "very," press and hold down the Shift key, and then press the right arrow key until the word "very" is highlighted.

2. Press the Delete key. The sentence should now read:

“Joe has a large boat.”

## 11. Insert and Overtyp

While creating your document, you may find you need to insert text – place new text between existing text. Suppose, you type the sentence, “Joe has a large boat.” After typing it, you decide you want to change the sentence to “Joe has a large *blue* boat.” With Microsoft Word, inserting a word, phrase, or even several paragraphs is easy.

Alternatively, you may want to overtype text – replace old text with new text. For example, suppose you type the sentence, “Joe has a large *blue* boat.” After typing it, you decide you want to change the sentence to “Joe has a large *gray* boat.” With Microsoft Word, overtyping the word *blue* with the word *gray* is also easy. Before you attempt to insert or overtype, you should check the mode you are in – Insert or Overtyp. You right-click the Status bar and then use the Customize Status Bar menu to place the Insert/Overtyp button on the Status bar. You can then use the Insert/Overtyp button to switch between Insert and Overtyp mode. When you are in Insert mode, you can insert text. When you are in Overtyp mode, you can overtype text. By default, Microsoft Word is in the Insert mode.

### EXERCISE - 2

#### Placing the Insert/Overtyp button on the Status bar

1. Right-click the Status bar. The Customize Status Bar menu appears.
2. Click Overtyp. The Insert/Overtyp button appears on the Status bar.
3. If the word Insert appears on the Status bar, you are in Insert mode.
4. If the word Overtyp appears on the Status bar, click the word Overtyp and it will change to Insert, thereby changing Word to Insert mode.

#### Insert

Make sure you are in Insert mode before proceeding. You are going to insert the word “*blue*” between the words “*large*” and “*boat*.”

1. Place the cursor after the space between the words “*large*” and “*boat*.”
2. Type the word **blue**.
3. Press the spacebar to add a space.
4. The sentence should now read:

“Joe has a large blue boat.”

#### Overtyp

You can type over the current text (replace the current text with new text) in the Overtyp mode.

Do the following to change to the Overtyp mode.

- Click “Insert” on the Status bar. The word Insert changes to Overtyp.

Change the word “*blue*” to “*gray*.”

1. Place the cursor before the letter “*b*” in “*blue*.”
2. Type the word **gray**.
3. The sentence should now read:

“Joe has a large gray boat.”

**Note:** You can overtype text without changing to Overtyp mode by selecting the text you want to overtype and then typing.

## 12. Bold, Italicize, and Underline

When creating a document, you may need to emphasize particular words or phrases by bolding, underlining, or italicizing. Also, certain grammatical constructs require that you bold, underline, or italicize. You can bold, underline, and italicize when using Word. You also can combine these features—in other words, you can bold, underline, and italicize a single piece of text.

When you need to perform a task in Microsoft Word, you can usually choose from several methods. The exercises that follow show you how to bold, underline, or italicize using four different methods: using the launcher, the Ribbon, the Mini-toolbar/context menu, and the keyboard.

### EXERCISE - 3

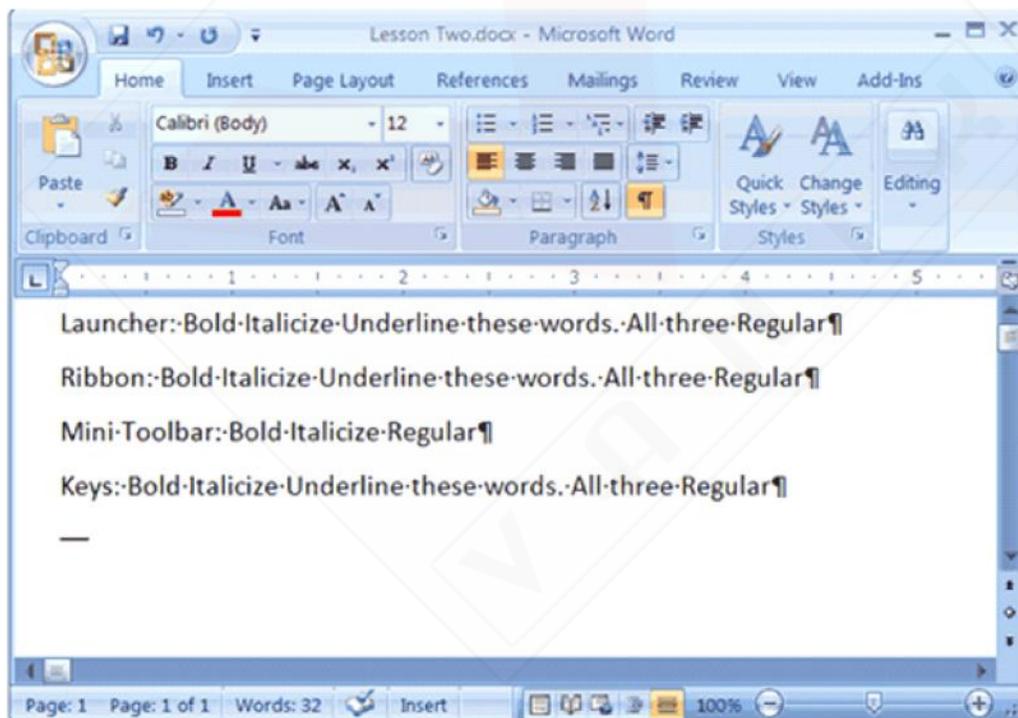
Type the following exactly as shown. Remember, pressing the Enter key starts a new paragraph. Press the Enter key at the end of each of the following lines to start a new paragraph.

**Launcher: Bold Italicize Underline these words. All three Regular**

**Ribbon: Bold Italicize Underline these words. All three Regular**

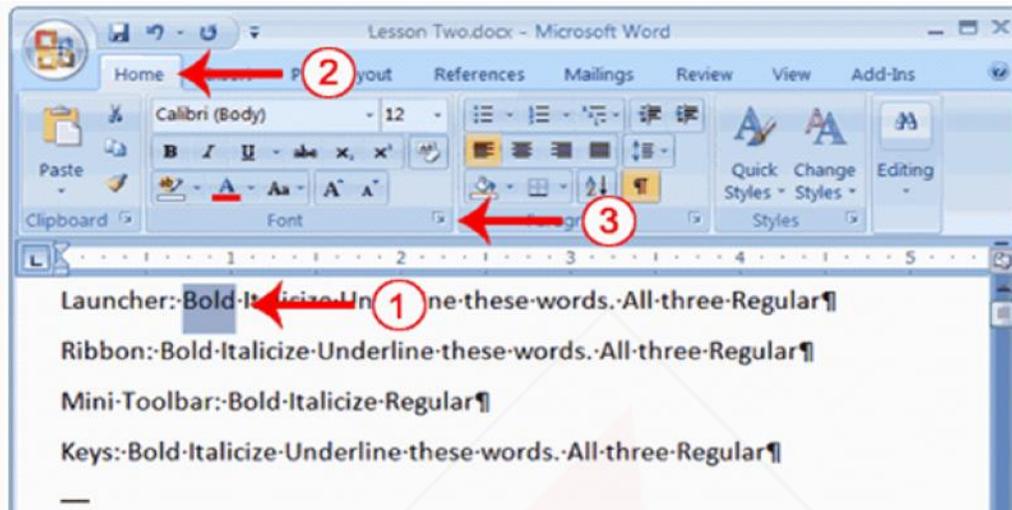
**Mini Toolbar: Bold Italicize Regular**

**Keys: Bold Italicize Underline these words. All three Regular**

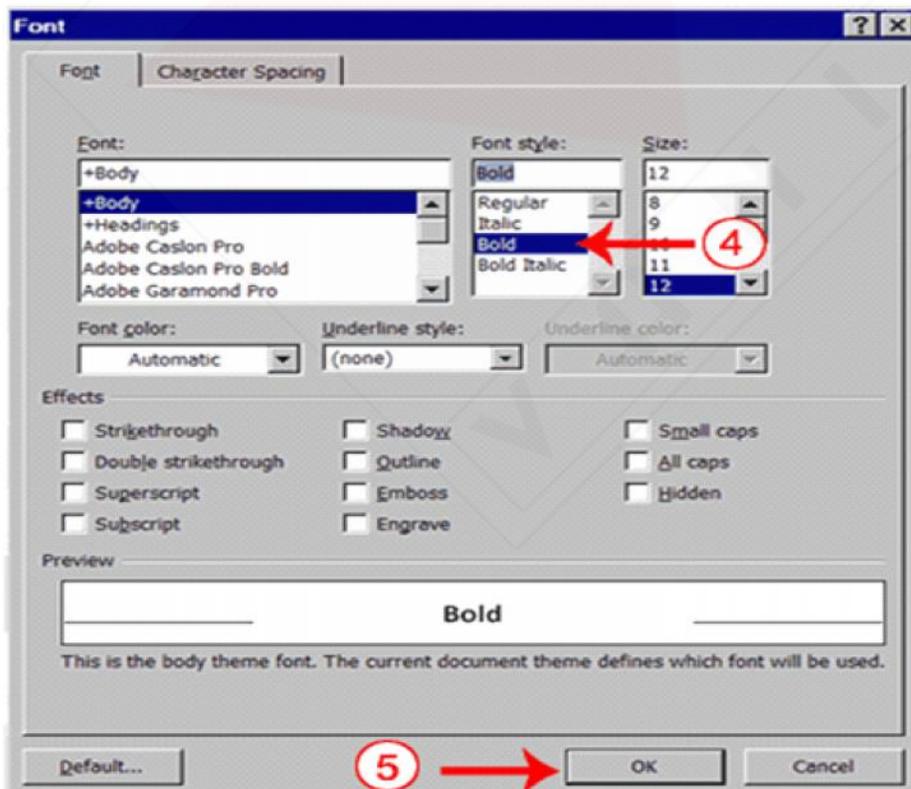


Your screen should look similar to the one shown here.

### Bold with the Dialog Box Launcher



1. On the line that begins with Launcher, select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.

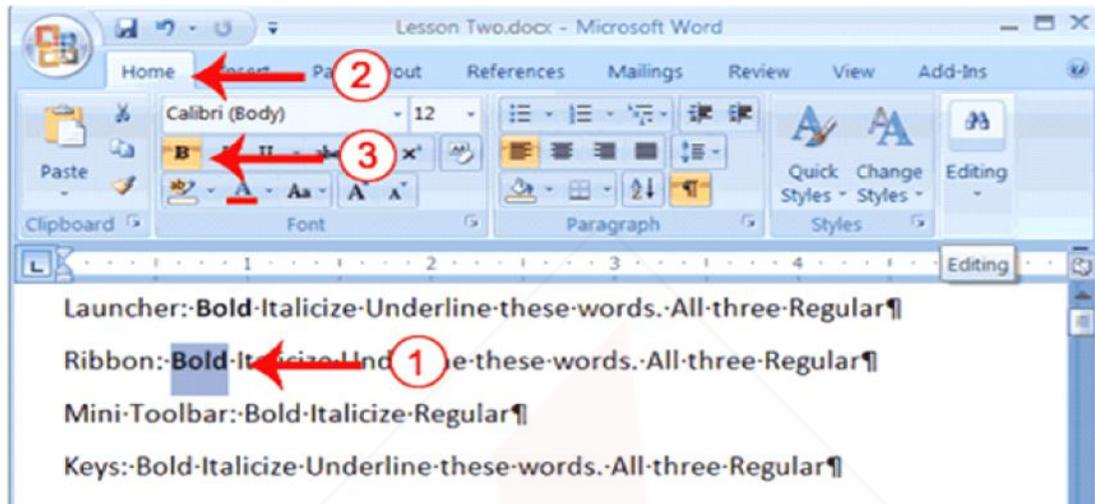


4. Click Bold in the Font Style box.

**Note:** You can see the effect of your action in the Preview window. To remove the bold, click Regular.

5. Click OK to close the dialog box.
6. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

### Alternate Method – Bold with the Ribbon

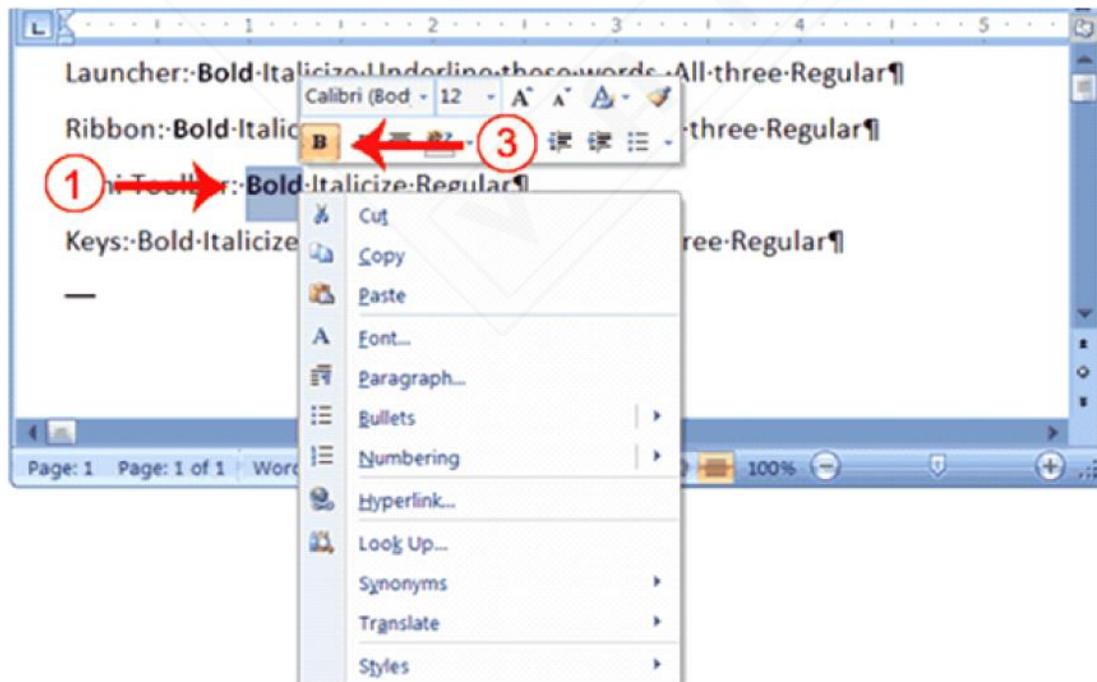


1. On the line that begins with “Ribbon,” select the word “Bold.” You can place the cursor before the letter “B” in “Bold.” Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the Bold button **B** in the Font group. You have bolded the word bold.

**Note:** To remove the bold, you can select the text and then click the Bold button **B** again.

4. Click anywhere in the text area to remove the highlighting.

### Alternate Method - Bold with the Mini Toolbar



1. On the line that begins with “Mini Toolbar,” select the word “Bold.” You can place the cursor before the letter “B” in “Bold.” Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Bold button **B**. You have bolded the word bold.

#### *Alternate Method—Bold with Keys*

1. On the line that begins with “Keys,” select the word “Bold.” You can place the cursor before the letter “B” in “Bold.” Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Press Ctrl+b (hold down the Ctrl key while pressing b).

**Note:** To remove the Bold, press Ctrl+b again. You can also remove formatting by pressing Ctrl+spacebar.

3. Click anywhere in the text area to remove the highlighting.

#### *Underline with the Dialog Box Launcher*

You can underline when using Word. Word provides you with many types of underlines from which to choose. The following are some of the underlines that are available if you use the dialog box launcher:

This is an underline.

This is a words only underline.

This is a double underline.

**This is a thick underline.**

This is a dotted underline.

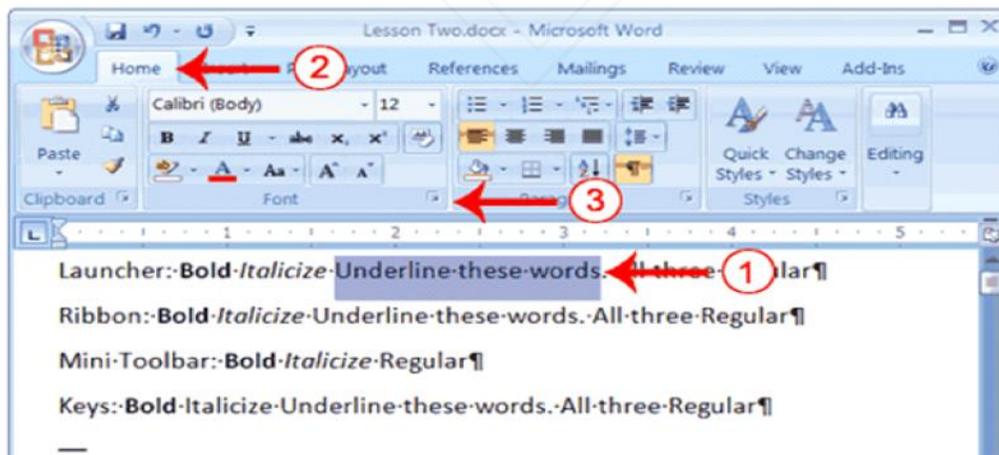
This is a dashed underline.

This is a dot dash underline.

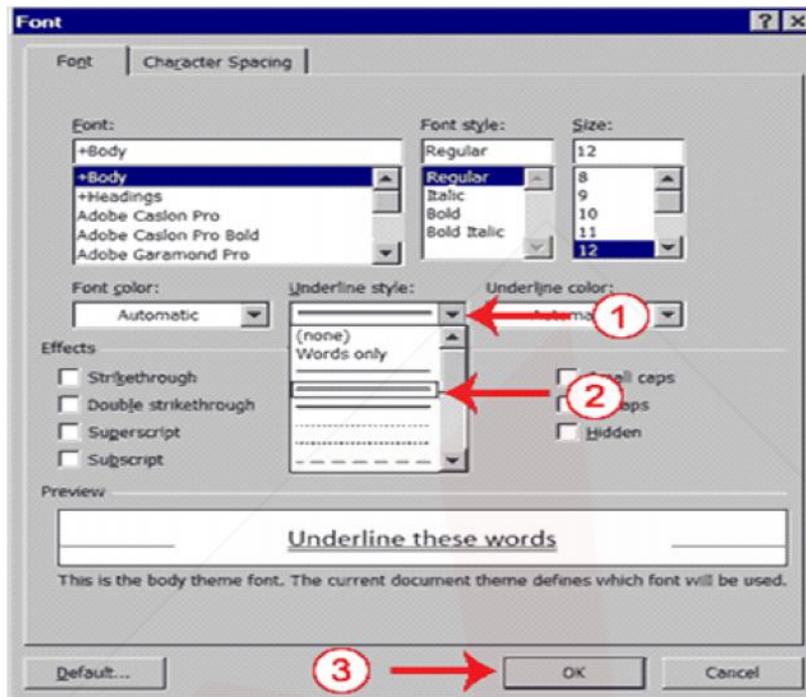
This is a dot-dot-dash underline.

This is a wave underline.

The following illustrates underlining with the dialog box launcher:



1. On the line that begins with "Launcher," select the words "Underline these words."
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



4. In the Underline Style box, click the down arrow to open the pull-down menu.
5. Click the type of underline you wish to use.

**Note:** To remove an underline, you select none from the pull-down menu.

6. Click OK to close the dialog box. The underline you selected appears under the words.
7. Click anywhere in the text area to remove the highlighting.

### Alternate Method – Underline with the Ribbon

