

**NEHRU YUVA KENDRA SANGATHAN**  
**MCQ TEST FOR THE POST OF ASSISTANT**

**Syllabus\_Assistant**

**3. ELEMENTS OF WORD PROCESSING**

- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Using The Help
  - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview
  - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Font and Size selection
  - 3.4.6 Alignment of Text
- 3.5 Formatting the Text
  - 3.5.1 Paragraph Indenting
  - 3.5.2 Bullets and Numbering
  - 3.5.3 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading

**4. SPREAD SHEET**

- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
  - 4.3.1 Entering Text, Numbers and Dates
  - 4.3.2 Creating Text, Number and Date Series
  - 4.3.3 Editing Worksheet Data
  - 4.3.4 Inserting and Deleting Rows, Column
  - 4.3.5 Changing Cell Height and Width
- 4.4 Function and Charts
  - 4.4.1 Using Formulas
  - 4.4.2 Function
  - 4.4.3 Charts



## 5. COMMUNICATION AND COLLABORATION

### 5.2 Basics of E-mail

- 5.2.1 What is an Electronic Mail
- 5.2.2 Email Addressing
- 5.2.3 Configuring Email Client

### 5.3 Using E-mails

- 5.3.1 Opening Email Client
- 5.3.2 Mailbox: Inbox and Outbox
- 5.3.3 Creating and Sending a new E-mail
- 5.3.4 Replying to an E-mail message
- 5.3.5 Forwarding an E-mail message
- 5.3.6 Sorting and Searching emails

### 5.4 Advance email features

- 5.4.1 Sending document by E-mail
- 5.4.2 Activating Spell checking
- 5.4.3 Using Address book
- 5.4.4 Sending Softcopy as attachment
- 5.4.5 Handling SPAM

### 5.5 Instant Messaging and Collaboration

- 5.5.1 Using Smiley
- 5.5.2 Internet etiquettes

## 6. MAKING SMALL PRESENTATIONS

### 6.2 Basics

- 6.2.1 Using PowerPoint
- 6.2.2 Opening A PowerPoint Presentation
- 6.2.3 Saving A Presentation

### 6.3 Creation of Presentation

- 6.3.1 Creating a Presentation Using a Template
- 6.3.2 Creating a Blank Presentation
- 6.3.3 Entering and Editing Text
- 6.3.4 Inserting And Deleting Slides in a Presentation

### 6.4 Preparation of Slides

- 6.4.1 Inserting Word Table or An Excel Worksheet
- 6.4.2 Adding Clip Art Pictures
- 6.4.3 Inserting Other Objects
- 6.4.4 Resizing and Scaling an Object

### 6.5 Providing Aesthetics

- 6.5.1 Enhancing Text Presentation
- 6.5.2 Working with Color and Line Style
- 6.5.3 Adding Movie and Sound
- 6.5.4 Adding Headers and Footers

### 6.6 Presentation of Slides

- 6.6.1 Viewing A Presentation
- 6.6.2 Choosing a Set Up for Presentation



17/1/2020

Dr Arjun Kumar Verma  
Deputy Director-Personnel

Date: 17<sup>th</sup> January, 2020

NEHRU YUVA KENDRA SANGATHAN  
MCQ TEST FOR THE POST OF COMPUTER OPERATOR

**Syllabus for Basic Computer Knowledge**

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, Information Kiosks



Dr Arjun Kumar Verma  
Deputy Director-Personnel

Date : 17<sup>th</sup> January 2020



NEHRU YUVA KENDRA SANGATHAN

SYLLABOUS FOR MCQ FOR THE POST OF JUNIOR COMPUTER PROGRAMMER

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	<b>Java Programming (Weight age/Percentage/ Question asked ) == 10%</b>
	<p><b>Fundamentals of Programming</b> – Features and history of java ,java commands and execution of java program and JVM,java primitive and non primitive data types ,Integer Real and non numeric data types , Type conversion and type casting ,Type promotion in expression , Operators of java(Arithmetic ,Relational,Logical,Bitwise) and operator precedence , conditional statements (if else, switch case),control structures (for,while,do while),Array and multidimensional array for each loop.</p>
	<p>Java and object oriented programming –method and its types and arguments and its types in java, classes and variables and declarations and syntaxes ,types of variables and initializations , instances and multiple instances , static key word and properties , constructors and its types , Inner classes its types, syntaxes objects ,blocks and its types,Inheritance and types of inheritance ,constructor and static in inheritance ,super keyword and properties, abstract final this keywords ,garbage collection and finalize method ,Interfaces and properties, interfaces and variables and methods, packages in java package definitions and properties, Access specifiers, private, default, public, protected,Genrics in java implementation of generic components (classes methods and constructors)in java ,Enumerations and fundamentals.</p>
	<p>Java Libraries :-  String Handling in java- String and StringBuilder class and methods and properties .  Exception handling in java- using try catch and finally ,types of exception , Exception Hierarchy, throw, throws, finally keywords .  Multithreading in java- Thread class and methods , Runnable interface and multiple thread creation in java ,Thread synchronization,  Java Lambda expressions ,block lambda expression ,  Java io package- Readers and writers types of streams and classes File access and File properties and methods,  Java.lang package- wrapper classes ,Math class,StackTrace Elements ,Comparable Interface ,System class, Memory and Time management and proiperties.  Complete java collection Framework and java.util package- collection interfaces and classes methods properties and uses and comparisons ,Random, calendar and other util package classes,  Java Networking- and java.net package and client server classes and methods and uses, connection oriented and connection less implementation and socket programming and web server access classes.  Java Database Connectivity- java.sql package ,JDBC java types of drivers properties and comparisons, various Statement (Statement PreparedStatement CallableStatement) classes and comparison and uses ,ResultSet and types of ResultSet and methods and uses  Java Desktop Graphical User Interface Design- Applet and life cycle and java.awt package Frame class and other gui Component java event handling and event handling models and various events javax.swing package and classes containers and GUI components  Java Web Application Development- java web architecture and web server configuration and web components HTML,Java Script , AJAX, JQuery ,Java Servlet and Servlet life cycle ,Cookies , Sessions and HttpSession and properties and life cycle, Servlet Context ,Filters and event Listeners ,Request Dispatching , Java Server Pages , jsp directives ,implicit objects ,scopes and java beans structures and managements and navigations ,jsp taglibs</p>
	<b>Database Management System (Weight age/Percentage/ Question asked ) == 10%</b>
	<p>Database managements systems ,DMS Structure and components data models and properties ,relational algebra ,database design and ER Modelling , Normalization ,ACID and Database transactions.compariosion and case study of Verious DBMS like oracle ,MySql,SqlServer PostGre</p>

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