Sai Social Responsibility & Research Centre
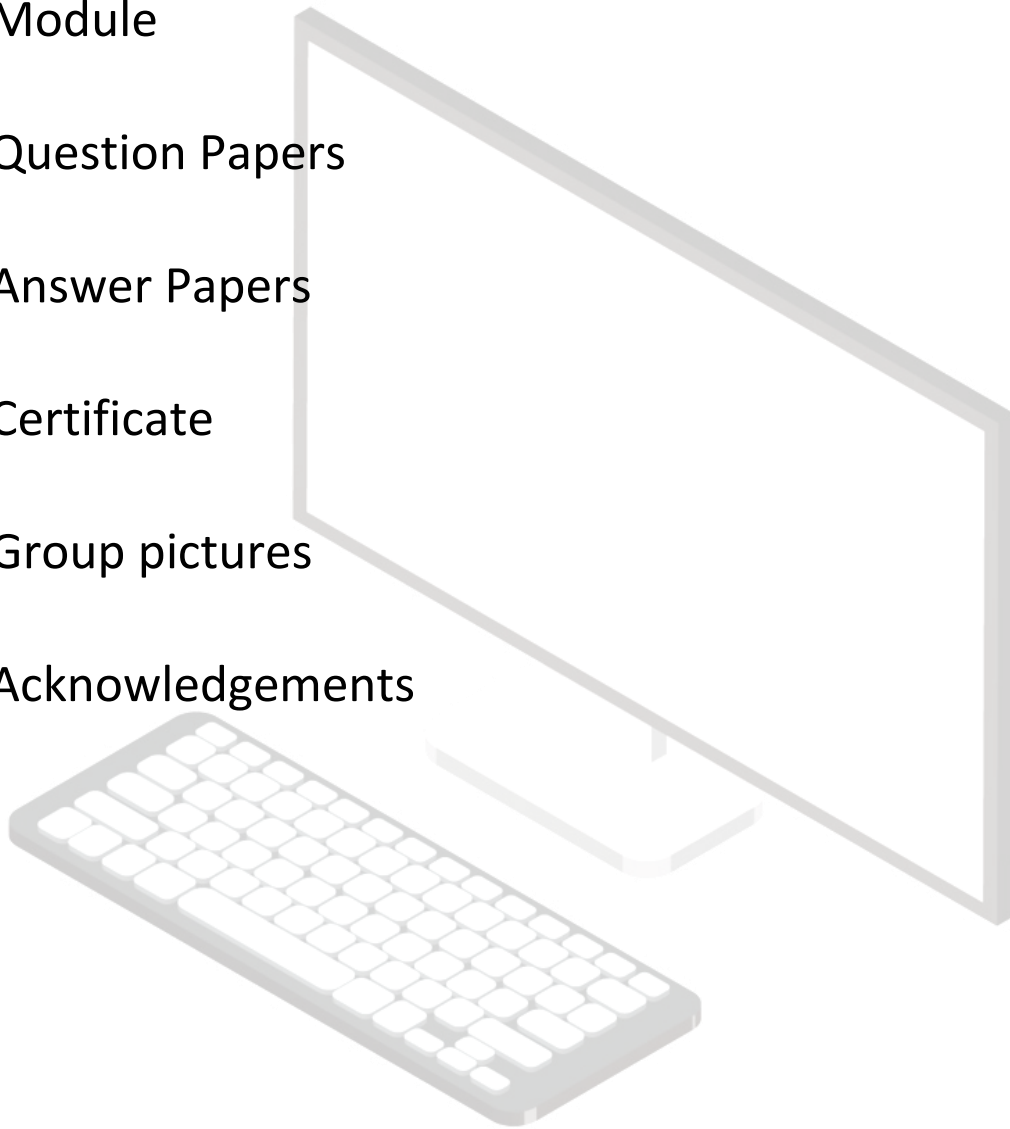
Digital Jaitpur #1

February – July, 2016 (Saturday & Sunday)

Venue: Computer Centre, Village Jaitpur-Vaishpur, Greater Noida, Uttar Pradesh

#BeDigital

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NReach- Course Details:-

Course	Duration	Coverage	Infra Requirement	Charges	Certification	Eligibility Conditions
Certificate course in IT for ners(CCIB)	3 months / 78 hours	1. Introducing Computers and Operating System 2. Introducing Internet and Email 3. Introducing Word Processing 4. Typing And Changing words 5. Changing the look of your words 6. Making paragraph and lines of word look good 7. Adding pictures to your page 8. Designing your page 9. Working with tables 10. Working with charts and graphs 11. Working with diagrams 12. Using preset and Advanced Feature 13. Introducing Spread Sheet 14. Multimedia, Graphics and Web technologies.	At least 5 computers that can run MS Office 2003 or higher. MS Office required to be installed in all computers	**Trainer of Trainer:** Rs 1500 + service tax **Faculty Guide + CD:** No Charges **Participant Fee:** Rs 475	Yes, **NIIT Foundation and Intel**	Age >=10 years Can Read and write (Any Language)

Certificate course in Active Basic IT (CCAB)	3 months / 70 hours	1. Introduction to Computer and Operating System, 2. Setting a document's layout, 3. Editing a document, 4. Formatting a Document, 5. Easing navigation through document, 6. Reviewing and revising a document, 7. Mail Merge, 8. Editing a worksheet, 9. Adding the logical and lookup (V Look-up & H Look-up) function, 10. Correcting Errors in Functions and Formulae, 11. Pivot Table, 12. Linking cells and worksheet, 13. Applying conditional formatting, 14. Analyzing worksheet data, 15. Learn how to browse on the internet, 16. explore search engines, 17. Use online booking: railway ticket, 18. Create an email account, 19. Send and receive emails, 20. Use Face book, Use Skype	At least 5 computers that can run MS Office 2003 or higher. MS Office required to be installed in all computers	**Trainer of Trainer:** Rs 1500 + service tax **Faculty Guide + CD:** No Charges **Participant Fee:** Rs 575	Yes, **NIIT Foundation** and **Intel**	Age >=16 years Can Read and write (Any Language)

Certificate Course for Beginners Plus (CCIP)	6 months / 154 Hours	1.Introducing Computers and Operating Systems 2. Introducing Internet and Email 3. Introducing Word Processing 4. Introducing Spreadsheets 5. Introducing Multimedia 6. Applying Skills to Business and Entrepreneurship 7. Introduction to Entrepreneurship 8. Money Management and Finances 9. Marketing Plan 10. Branding 11. Marketing Material 12. Online Marketing 13. Collecting Feedback Online 14. Showcasing Your Work 15. Developing a Product Portfolio 16. Showcase	At least 5 computers that can run MS Office 2003 or higher. MS Office required to be installed in all computers	**Trainer of Trainer:** Rs 1500 + service tax **Faculty Guide + CD:** No Charges **Participant Fee:** Rs 575	Yes, **NIIT Foundation** and **Intel**	Age >=14 years Can Read and write (Any Language)
Hardware Networking	2 months / 52 Hours	**HARDWARE** 1. Personal Computer 2. Principle of Computer 3. Components of a Computer 4. Steps for Assembling a Computer BIOS 5. Installing a Fresh Operating System: Windows XP 6. Installing a Fresh Operating System: Linux Fedora Core 5	At least 5 computers and essential hard wares related to the H&N course	**Trainer of Trainer:** Rs 1500 + service tax **Faculty Guide + CD:** No Charges **Participant Fee:** Rs 575	Yes, **NIIT Foundation**	Age >=14 years Can Read and write (Any Language

		7. Dual Boot/Multi Boot 8. How to Run Windows Update in Windows XP 9. Device Manager 10. How to Update Drivers in Windows XP 11. How to Install Microsoft Office 2007 in Windows XP 12. How to Install Antivirus in Windows XP 13. Creating User Account in Windows XP 14. Computer Maintenance 15. Scanning for Virus 16. Disk Cleanup 17. Disk Defragmentation 18. Working with Networking Software 19. Net Meeting 20. Team Viewer 21. Remote Desktop Connection **NETWORKING** 1. Network Topologies 2. Networking Devices 3. Hub 4. Switch 5. Router 6. Network Cables 7. Creating a Network Cable 8. Creating a Network 9. Enabling Internet Through Proxy 10. Tools and Commands for Solving 11. LAN Problems 12. Event Viewer 13. Task Manager 14. Tracert Command 15. Ipconfig Command 16. Ping Command 17. How to Connect Computers in a 18. Network 19. Workgroup 20. File sharing and Access levels			

| Desktop Publishing (DTP) | 4 months / 102 Hours | **COREL**
1.Introduction to Corel Draw
2.Toolbox
3. Page Setup and Background
4. Perspective in Design
5. Color Models
6. Use Text
7. Design Composition
8. New Design Products
9. Brochure Design
10. Packaging Design

PHOTOSHOP
1.Introduction to Photoshop
2. Work with Images
3. Cover Design Composition
4. Using Layers and Filters (Advanced)
5. New Design Products (Part 1)
6. New Design Products (Part 2)
7. Design a Web Page

INDESIGN
1. Introduction
2. Master Pages – Introduction
3. Table of Contents and PDFS in InDesign | At least 5 computers that can run Photo shop, Corel Draw required to be installed in all computers. The RAM and processor should be higher version for smooth running of program | **Trainer of Trainer:** Rs 1500 + service tax
Faculty Guide + CD: No Charges
Participant Fee: Rs 725 | Yes, **NIIT Foundation** | Age >=14 years Can Read and write (Any Language |

| Advanced Excel & Advanced Word | 3 Months / 72 Hours | **ADVANCE EXCEL**

1. Editing a worksheet
2. Adding the logical and lookup function
3. Correcting Errors in Functions and Formulae
4. Linking cells and worksheet
5. Applying conditional formatting
6. Analyzing worksheet data
7. Reviewing worksheet data
8. Protecting a workbook
9. Customizing a worksheet

ADVANCE WORD

1. Setting a document's layout
2. Editing a document
3. Formatting a Document
4. Easing navigation through document
5. Reviewing and revising a document
6. Mail Merge | At least 5 computers that can run MS Office 2003 or higher. MS Office required to be installed in all computers | **Trainer of Trainer:** Rs 1500 + service tax
Faculty Guide + CD: No Charges
Participant Fee: Rs 475 | Yes, **NIIT Foundation** | Age >=14 years Can Read and write (Any Language |

Web Designing	2 Months / 52 Hours	1.Demystifying Your (Future) 2.Home Page 3. Creating and Shaping Web Text 4.Creating and Using Art on the Web 5. Stockpiling the Goods 6. Planning Your Attack 7. Demystifying Basic HTML 8. Creating Web Sites with FrontPage 9. Sending Your Web Pages into the Real World	At least 5 computers that can run internet.	**Trainer of Trainer: Rs 1500 + service tax** **Faculty Guide + CD: No Charges** **Participant Fee: Rs 475**	Yes, **NIIT Foundation**	Age >=14 years Can Read and write (Any Language
Certificate Course in English Foundation (CCEF)*	6 Months/260 Hours	1. Listen and speak to develop spoken language ability 2. Learn about print and books 3. Learn about the sounds of the English language (phonemic awareness) 4. Learn about the letters of the alphabet 5. Learn and use letter-sound relationships (phonics) 6. Be read to and read by themselves 7. Spell and write 8. Practice to develop their ability to read quickly and naturally (fluency) 9. Learn new words and understand what words mean (also called **vocabulary**) 10. Build their ability to understand what they read and hear	At least 5 computers that can multimedia. Soft Board & LCD Screen is also advisable	**Trainer of Trainer: Rs 2500 + service tax** **Faculty Guide + CD: No Charges** **Participant Fee: Rs 525**	Yes, **NIIT Foundation**	1. Minimum Age- 14 years 2. Maximum Age- 25 3. Educational Qualification - 8th Pass/ completed 4. Knows elementary English and is able to read and understand simple English text 5. Student must clear the screening testy test for this particular level

Certificate Course in Social Networking	1 Month/ 38 Hours	1. Learn how to browse on the internet, explore search engines 2. Use online booking: railway ticket, cylinder, passport registration 3. Create an email account 4. Send and receive emails 5. Use Facebook 6. Use You Tube 7. Use Skype 8. Use Blogger 9. Use Twitter 10. Use Slide Share 11. Use LinkedIn 12. Use Job Portals	At least 5 computers that can run Internet. 3G connection is advisable for smooth running of program	**Trainer of Trainer:** Rs 1500 + service tax **Faculty Guide + CD:** No Charges **Participant Fee:** Rs 400	Yes, **NIIT Foundation**	Age >=10 years Can Read and write (Any Language

* CCEF Program will be available for the NGO's who full fill the following criteria.

1. NGO should be associated with NIIT Foundation from Last 1 Year.
2. NGO having a minimum impact of 120 students in 1 Year is best fitted but not mandatory
3. NF Representative will take the interview of the Trainer to ensure quality deliverables which can help in launching the program.
4. NGO should not have any outstanding payment against any services provided by NF.
5. All payment is to be made in favor of NIIT Foundation(NEFT/RTGS payment is highly appreciable to minimize transaction)

For any query please feel free to write to the associated SPOC or to NReach@niit.com

Window (Class Test - 1)

20/20

Date:- 21 April / 16

Name:- Nikita - Rawal   Batch:- II nd Batch   Time 3 to 4

1. Fill in the blacks:-

(a) ....CPU...... is a processing device. (CPU / Monitor / Keyboard / Mouse) ✓

(b) The small pictures on the desktop are called...Icon... (File / Folder / Icon / Button) ✓

(a) Computer is an .Electronic. Machine. (Electrical / Electronic / Power / Control) ✓

(b) Printer is an ...Output.. device. (Input / Speaker / Output / Monitor) ✓

(c) The button with the minus symbol on the title bar is known as the .Minimize... (Maximize / Minimize / Restore / Close) ✓

2. True or False.

1. We should speak loudly in the computer room. False ✓
2. You can play with mouse. False ✓
3. Do not eat near the computer. True ✓
4. Computer can remember many things. True ✓   (5)
5. Computer does not need any instructions. False ✓

3. Give one example each of the following.

1. Input Device ...Keyboard ✓

2. Processing Device ...CPU... ✓

3. Output Device ...Printer.... ✓

4. Electronic Machine ...Computer ✓   (5)

5. First screen you so ...Desktop ✓

4. What is Computer?

Ans - Computer is an Electronic Machine through which we can do anything like - Codeing, Painting, learning, store data etc.   (2)

5. Write any two things that you do on a computer?

Ans - Two things that we do on a computer are -
1) Painting
2) Codeing / Typeing.   ✓ (3)

Window (Class Test - 1)

Date:- 1/5/2016

Name:- Khushboo Rawal

Time:- 11 to 12

Q.A   Multiple Choice Questions:-

1. **Capacity of C.D.?**
(a)   700 Bytes   (b)   700 KB   (c)   700 MB   (d)   700 GB

2. **To Shut Down the computer click option in the start menu?**
(a)   Log off   (b)   Shut down   (c)   Restart   (d)   Start

3. **Capacity of D.V.D.?**
(a) 4.7 TB   (b)   4.7 MB   (c)   4.7 GB   (d)   4.7 KB

4. **When we delete files it goes to?**
(a)   My Computer (b)   Recycle Bin   (c)   C.P.U.   (d)   D:

5. **What is the first screen you saw after start the computer?**
(a)   Monitor   (b)   My Computer (c)   Typing   (d)   Desktop

Q.B   Fill in the Blank:-

1. Full Form of C.P.U. Centerl processer unite.
2. Full Form of L.C.D. Liqued Critas Divise.
3. Full Form of C.D. Compact disc.
4. Full Form of D.V.D. Digital video disk.
5. Full Form of L.E.D. Full Form Light Liqued Emistting Divise

Q.C   Match the following:-

WINDOWS is ——————————— MS-Word

Which device resembles like a TV. ——— Space Key

Two folders cannot have the same name —— An Operating System

Which is the largest key on the Key-Board? —— Monitor

Which software do you use to write an Application? —— In one folder.

MS-WORD (Class Test - 1)

Name:- Bobby Nimesh

Date:- 24/6/16

Time:- 10:00 – 1:00

1. Match the following:-

(a) The bar on the right edge vertical scroll bar or bottom edge of the document window that is used to display different parts of the document in the document window. — (Cut Option)

(b) A special character that can be inserted into a document — (To Set Tabs)

(c) In MS-Word, for what does ruler help? — (Enter Key)

(d) Which key should be pressed to start a new paragraph in MS-Word? — (Symbol)

(e) To cut a selected text we use — (Scroll Bar)

Fill in the blacks:-

(a) Full Form of M.S. Word __Microsoft Word__

(b) The default size of Font Size in MS-WORD document is ___12___.

(c) Letter Page Size Width __21 cm__ Height __27.7 cm__

(f) What is the Extension of files created in MS-Word 2007 __.doc__

(g) Which shortcut key is used to Spelling Check in MS-Word __F1__

3. Multiple Choice Questions.

(A) To create a New Document in MS Word?
   (a) Ctrl+N ✓   (b) Ctrl+Z   (c) Ctrl+V   (d) Ctrl+B

(B) To Paste the selected text, we use?
   (a) Ctrl+C   (b) Ctrl+Y   (c) Ctrl+V ✓   (d) Ctrl+A

(C) To Undo a task in MS Word, we use
   (a) Ctrl+C   (b) Ctrl+V   (c) Ctrl+X   (d) Ctrl+Z ✓

(D) You can save a file using Menu
   (a) Insert   (b) View   (c) Home ✓   (d) Mailings

(E) To Cut a selected text we use
   (a) Ctrl+X ✓   (b) Ctrl+C   (c) Ctrl+P   (d) Ctrl+V

MS-WORD (Class Test - 2)

Date: 24/6/16

Name:- Sumit Rawal

Time:- 10:57

(1) **Write True or False:-**

(a) MS Office is Application Software. (True / False) ✗

(b) 40 columns can you insert in a word document in maximum? (True / False)

(c) If is say Arial, Calibri, Verdana... What I am Talking about "Language". (True / False)

(d) The shortcut key 'CTRL+R' is used to "Replace". (True / False) ✗

(e) MS- Word software do you use to write an application. (True / False)

③

(2) **Match the following:-**

(a) Home — Table 1

(b) Insert — Page Size 3

(c) Page Layout — Find 4

(d) References — Spelling & Grammar 5

(e) Review — Insert Footnote 2

②

(3) **Fill in the Blanks:-**

(a) Which menu has **Find** option ___References___

(b) Which menu has **Watermark** option ___Page layout___

(c) Which menu has **Ruler** option ___View___

(d) Which menu has **Picture** option ___Insert___

(e) Which menu has **Text Box** option ___Insert___

④

Name – Priyanka Rawal

24/30 (m Rawal

31/7/16

Q1. How can you view a cell comment? (33)
- Position the mouse pointer over the cell ✓
- Click the comment command on the view menu
- Click the edit comment commands on the insert menu
- Click the display comment commands on the window menu

①

Q2. Which is a Brand of Computer Below? (25)
- IMB
- Acer
- HP
- All of the above ✓

①

Q3. Which of the following method can insert a new slide in current presentation? (23)
- Right click on the Slide panel and choose New Slide
- Click on New Slide button on toolbar
- All of above ✓

X

Q4. To create a gmail account one should have? (12)
- Aadhar Card
- Voter ID ✓
- Contact Number
- None of the above

X

Q5. A Excel Sheet is saved as .xlsx in office Excel 2007? (11)
- True ✓
- False

✓ ①

Q6. A function inside a function is called (19)
- Embedded
- Sum ✓
- Text
- Nested

① ✓

Q7. Merge & Center in excel will delete Data from cell (10)
- Give data of the first cell ✓
- Give data of the second cell
- Will delete all data ✓
- None of the above

①

Q8. _____ controls all the main slide control tasks for your presentation. (9)
- Task Pane ✓
- Task Bar
- Control Panel
- None of above

X

Q9. Page Borders can be edited in the following manner. (8)
- Change Width
- Change type
- Change Color
- All of the above

Q10. What PowerPoint feature will you sue to apply motion effects to different objects of a slide?(6)
- Slide Transition
- Slide Design
- Animation Objects
- Animation Scheme

Q11. What happens if you select first and second slide and then click on New Slide button on toolbar? (23)
- A new Slide is inserted as first slide in presentation
- A new slide is inserted as second slide in presentation
- A new slide is inserted as third slide in presentation
- None of above

Q12. Internet can also be used to transfer money from one location to another? (36)
- True
- False

Q13. What is this called? (35)
- Change Font
- Change Size
- Change Case.
- None of the above

Q14. What is the use of Bookmarks? (16)
- To correct the spellings
- To jump to a specific location in the document
- To ignore spelling mistakes
- To save alignments as it is

Q15. A new presentation can be created from (12)
- Blank Presentation
- From Existing Presentation
- From Design Template
- All of above

Q16. "Verdana" is a type of (36)
- Tool
- Girl

- Font
- Shape

Q17. What function converts a row data into column and column data into row (32)
- Hyperlink
- Index
- Transpose
- Rows

Q18. In Excel Auto sum option is found in _____ group (34)
- Editing
- Cells
- Number
- Formula Auditing

Q19. Sarita has a data of marks obtained by 50 students in her class. She wants to sort the students who have scored more than 70% and more. Which function among the following will she use. (35)
- Conditional Formatting
- Filter
- Sort
- Symbols

Q20. You want to invite all your classmates addressing their first name in a single mail. Which tool will be useful? (35)
- Mail Merge
- Group Mail
- Print Mail
- Cross Reference

Q 21. Computers are used in every field today (38)
- True
- False

Q 22. A pivot table is used to
- Make a table
- Summarise a piece of information
- Hyperlink
- None of the above

Q23. Which among the following is an output device? (34)
- Printer
- Keyboard
- Mouse
- Scanner

Q24. What group will I use for double underlining a text? (4)
- Alignment

- Styles
- Font
- Page Layout

Q 25. Shortcut to delete the selected column? (3)
- Ctrl +-
- Alt +-
- Shift +-
- Insert +-

Q26. A formula in excel starts with (2)
- *
- -
- =
- (

Q27. What happens in a document when the "Cut" command is used? (9)
- Only half the screen is seen
- The application stops running
- Selected text or graphics are removed.
- None of the above

Q28. It is possible to add a column to a table that you have already created and entered information into. (24)
- True
- False

Q29. In order to connect to internet we need to have (36)
- Modem
- Router
- A & b
- None of the above

Q30. The _____ group is used to check spellings. The samurais and research (30)
- Spell and grammar check
- Editing
- Proofing
- Tracking

CCIB Examination Paper

Attempt all the questions.

23 / 29

07|08|16

Name ⇒ Nikhil Rawal

1. Which software do you use to write an application?
   A) MS Excel
   B) MS Word ✓
   C) MS PowerPoint
   D) Paint

2. Which among the following is the most commonly used Search Engine?
   A) Bing
   B) Google ✓
   C) Rediff

3. The shortcut key 'CTRL+C' is used to?
   A) Cut
   B) Copy ✓
   C) Paste
   D) Print

4. Which software program helps you to make presentations?
   A) MS Word
   B) MS Excel
   C) MS PowerPoint ✓
   D) Photoshop

5. Which of the following is MOST essential for a computer to function?
   A) Operating System ✓
   B) Keyboard
   C) Mouse
   D) MS Word

6. Which is the largest key on the key-board?
   A) Backspace
   B) Delete
   C) Space Bar ✓
   D) Enter

7. Which of the following is the right way to shut-down a computer?
   A) Directly press the power button on the CPU
   B) Pull the wire form the plug.
   C) Click shutdown after pressing Windows key ✓

8. What is the function of the 'Shift' key?
   A) To use the upper symbol printed on some keys. ✓
   B) To write numbers
   C) To shift to another page

9. Which of the following symbol is necessary to be used in an email id?
   A) @ ✓
   B) #
   C) $
   D) *

10. Animation is used mostly in which of the following software programs?
    A) MS Outlook
    B) MS PowerPoint ✓
    C) MS Excel
    D) Paint

11. What is not required for email?
    A) Pen-Paper ✓
    B) Internet Connection
    C) Keyboard ✗
    D) Computer

12. Which of the following is a browser?
    A) Adobe
    B) Tally
    C) Internet Explorer ✓
    D) Google

13. Which of the following is a browser?
    A) Adobe
    B) Tally
    C) Internet Explorer ✓
    D) Google

14. If I say Arial, Calibri, Verdana... What am I talking about?
    A) Software
    B) Presentation
    C) Font
    D) Language ✗

15. Use MS Excel to answer the question below.
    A) (3/4)*12   (9) ✓

16. I want to create an email-id with username as "class" on rediff.com.

show below how ill my email id look like.

A) class@rediff.com
B) class"@rediff.com
C) class@redif.com

17. What does the AutoSum option do in MS Excel?
A) Adds digits
B) Display the sum of the selected cells directly after the selected cells
C) Quickly formats a range of cells
D) Arranges the data to make it easier to find

18. What are the pages of a PowerPoint presentation called?
A) Sheets
B) Letter
C) Slides
D) Animation

19. What does the 'Attach' button on your webpage do?
A) To send picture or sound through email
B) To attach document from a folder on your computer to your email
C) To save files on your email account
D) None of the above

20. In MS Word, what do words underlined in green indicate?
A) Spelling error
B) Grammatical error
C) Full-stop missing

21. Which of the following is an MS Excel File?
A) dev.doc
B) management.ppt
C) marks.xls
D) jump.docx

22. if a file ends with .ppt, what kind of a file is that?
A) Excel
B) PowerPoint

C) Word
D) Photoshop

23. When a file is saved for the first time......
A) Double clicking the file
B) Changing the Screensaver
C) Giving the file a name
D) Open tile in paint

24. Any small group of computers can be termed Internet?
A) True
B) False

25. What do you do first of all to send an email?
A) Open our email account.
B) "Send"
C) "New Mail" or "Compose"

26. What type of work we can do by using internet?
A) Documents, send to one place to another place
B) Shake Hands
C) Send e-mail
D) Video conferencing
E) Software Download

27. If you want to calculate your friends exam marks in Excel Which formula will you use?
A) =Average()
B) =Total()
C) =Sum()
D) =Max()

28. If you want to your file in one folder, what do you do?
A) Win Zip
B) MS PowerPoint
C) MS Word
D) MS Excel

29. "Hello!! How are you?"
A) BOLD
B) Italics
C) Bold and Italics
D) BOLD, Italics and Underline

Name = Radhika Rawal

NIIT FOUNDATION

CCIB Examination Paper Set-1

Date = 24/07/16

Read the questions properly and then answer. Marks are given for each correct step.

1. PARTA contains 25questions. Each questions carry2marks.
2. PartB contains 5questions. All the questions need to be attempted. Everyquestion carries 10Marks.
   a. Make a folder on the desktop as "yourname_test". Example if your name is Radha, make a folder named Radha_test.
   b. Save all the answer files(Word, PowerPoint, Excel etc.) in the folder made.

Total: Marks 100   Maximum Time: 2Hrs   Attempt all the questions.

PartA-Attempt all the questions. Each question carry 2Mark (50Marks)

1. What CPU stands for?
   a. Central ProductUnit.
   b. SystemUnit.
   c. Central ProcessingUnit. ✓
   d. None of theabove.

2. Which of thefollowing is not a part of acomputer?
   a. Monitor
   b. Mouse
   c. Mother Drive ✓
   d. CPU

3. Which of thefollowing canbe a group of KeyboardKeys?
   a. TypingKeys
   b. Control keys
   c. Navigationkeys
   d. All of theAbove ✓

4. Which key can be used in combination with a letter to type an upper case?
   a. Shiftkey
   b. Caps Lock ✓
   c. Tab

d. SpaceBar

5. What does WWW stands for?
   a. WorldWideWeb ✓
   b. WebWorldWeb
   c. WorldWebWide
   d. None of the above

6. While browsing, you may have come across a Web page or section that you found interesting or informative, that you would like to visit again. The Web browser gives you an option to store these pages so that you can quickly find them when you want to visit the page again. This method of storing URLs of web pages is known as _____
   a. Browsing
   b. WebAddress
   c. Bookmarking ✓
   d. None of the Above

7. Which of these is a search engine
   a. www.bing.com
   b. www.search.yahoo.com
   c. www.google.com ✓
   d. All of the above

8. Which is the correct email address
   a. Niitfoundation$@niit.com
   b. Niitfoundation@niit.com
   c. Niitfoundation$niit.com
   d. niitfoundation@niit.com ✓

9. Picture can be inserted from which menu in MS Word?
   a. Home
   b. PageLayout
   c. Review
   d. None of the Above ✓

10. Which one of the following is not an alignment?
    a. Left
    b. Right
    c. Justify
    d. North ✓

11. Whatis thefullformof CD-ROM?
    a. Circular DiscReadOnlyMemory
    b. CompactDiscReadOnlyMemory
    c. CompaqDiscReadOnlyMemory
    d. ConceptDiscReadOnlyMemory

12. Whichoneof thefollowingis not aNavigationKey?
    a. CTRL
    b. HOME
    c. PAGEUP
    d. PAGEDOWN

13. Whichof thefollowing containsrows andcolumns?
    a. Database
    b. Drawing
    c. Spreadsheet
    d. WordProcessing

14. Whereis theSTART BUTTON locatedatthe desktop?
    a. BOTTOM-LEFTCORNER
    b. CENTER
    c. BOTTOM-RIGHT CORNER
    d. Noneof theabove

15. Whichof thefollowingis not aFUNCTION KEY?
    a. F1
    b. F4
    c. F7
    d. HOME

16. Whichkeywill you useto movethecursorto the beginningof the next line?
    a. ENTER
    b. ESC
    c. CAPSLOCK
    d. SPACEBAR

17. Whichof thefollowingin not aWeb Browser?
    a. MozillaFirefox
    b. Google Chrome
    c. InternetExplorer

d. HTML

18. An email is short form for which of the following
   a. Electronic Mail
   b. Electricity Mail
   c. Excel Mail
   d. None of the above

19. Table can be inserted by which of the menu in MS Word?
   a. HOME
   b. INSERT
   c. PAGE LAYOUT
   d. VIEW

20. Which option will you use to merge two cells?
   a. Wrap Text
   b. Format Painter
   c. Align Text
   d. Merge Cell

21. Which is the correct formula to add cells from A1 to A10?
   a. SUM (A1,A10)
   b. SUM (A2:A10)
   c. SUM (A1:A10)
   d. SUM (A:A10)

22. In PowerPoint the white rectangular area on the screen is called?
   a. Outlines
   b. Slide
   c. Toolbar
   d. None of the above

23. From which option you can change the slide layout?
   a. Home → Layout
   b. Design → Theme
   c. Home → New Slide

d. Noneof theabove

24. Whichkeycanbe usedto view thePPTinthefullview mode

    a. F4

    b. F5 ✓

    c. F3

    d. F2

25. Toselectamultiplenumberof nonadjacent cells inworksheetyouwill clickthem holding

    a. CTRLKEY ✓

    b. ALT KEY

    c. CTRL+SHIFTKEY

    d. SHIFTKEY

CCIB Examination Paper Set- 3

Read thequestions properlyand thenanswer.Marksaregivenfor eachcorrect step.

1. PARTA contains 25questions. Each questions carry2marks.
2. PartB contains 3questions.All the questions needtobe attempted.
      Everyquestion carries 10Marks.
      a. Makea folder on thedesktop as "yourname_test".Example if your name is Radha,makea foldernamed Radha_test.
      b. Save all the answerfiles(Word,PowerPoint,Excel etc.)in the foldermade.

Total:Marks 100   MaximumTime:2Hrs

Attemptall thequestions.

1. Which option is used to save a document.

A) Save
B) Save As
C) Both of above
D) None of above

2. Background color or effects applied on a document is not visible in

A) Web layout view
B) Print Layout view
C) Reading View
D) Print Preview

3. Portrait and Landscape are

A) Page Orientation
B) Paper Size
C) Page Layout
D) All of above

4. Formulas in Excel start with

A) =
B) >
C) (
D) *

5. The cell reference for cell G2 to M12 is

  A) G2:M12
  B) G2;M12
  C) G2.M12
  D) G2>M12

6. The advantage of using a spreadsheet is:
  A) Calculations can be done automatically.
  B) changing data automatically updates calculations
  C) more flexibility
  D) all of the above

7. The intersection of a row and column is called:
  A) Data
  B) Field.
  C) Cell
  D) Equation.

8. Which of the following refers to memory in your computer
  A) RAM
  B) LAN
  C) ROM
  D) NONE

9. Which device resembles like a TV.
  A) System unit
  B) Monitor
  C) Printer
  D) CPU

10. Which key is used to move to beginning of a line:
  A) Enter
  B) HOME
  C) Page Up
  D) A

11. When sending an email, the _____ line describes the content of message
A) Subject
B) To
C) CC
D) None

12. The brain of the computer which executes the instruction is
A) CPU
B) RAM
C) MONITOR
D) HARD DISK

13) Data going into computer is called
A) Input
B) Output
C) Algorithm
D) Calculations

14) How are data organized in a spreadsheet?
A) Lines and spaces
B) Layers and planes
C) Height and width
D) Rows and column

15) 'www' stands for _____
A) World Word Web
B) World Wide Web
C) World White Web
D) World Work Web

16) The move to the bottom of a document, press ....
A) Auto summarize
B) Home key
C) Ctrl + End key
D) page down key

17) Which path will you follow to start Microsoft word
A) Start → Programs → Microsoft → Microsoft Word
B) Start → Programs → Microsoft Word
C) Start → Microsoft Office → Microsoft Word
D) Start → Programs → Microsoft Office → Microsoft Word

18) To save a document in different location use :
A) Save
B) Save as
C) Save as web page
D) All of above

19) For creating a document, you use .... command at File Menu.
A) Open
B) Close
C) New
D) Save

20) The primary device that a computer uses to store information......
A) Monitor
B) Memory
C) Disk
D) Hard Drive

21) What is the extension of the PowerPoint file?
A) .doc
B) .xls
C) .ppt
D) .txt

22) Which one of these is an output device?
A) Monitor
B) Keyboard
C) Joy Stick
D) CPU

23) To view the PowerPoint slide in full mode, which option can be used ?
A) Animation
B) Slideshow
C) Transition
D) Home

24) To give more than one space which key can be used
A) Space bar
B) Tab
C) Caps Lock
D) None of the above

25) First screen that comes when we log on to the computer is ?
A) My Document
B) My Computer
C) Recycle Bin
D) Desktop

Part B:Practical Exam:

Q1) Makeapresentationon not morethan5slidesonthe following topic.
" India: My Country" .You can use pictures, animation effects
(15Marks)

Q2) As a family, you can plan an expenditure budget for a holiday trip. In a business, you can make a budget for a businesstrip. Create a travel budget using the *Help Guide.*
(15Marks)

	A	B	C	D	E
1	Three Day Budget for Bolpur Trip				
2					
3	Costs	Day 1	Day 2	Day 3	Subtotal
4	Hotel	INR 500.00	INR 500.00		INR 1,000.00
5	Food	INR 250.00	INR 250.00		INR 500.00
6	Transportation	INR 75.00	INR 50.00	INR 75.00	INR 200.00
7	Gifts		INR 200.00		INR 200.00
8					
9				Grand Total	INR 1,900.00

Q3) Imagine you run a shop and want to promote it. You make a flyer to inform people about the special offers. Look atthe following sample:(20Marks)

WRAP UP GIFT SHOP

"Great Gifts, Great Service!"

Visit our Gift Shop to check wide variety of gifts for all ages.
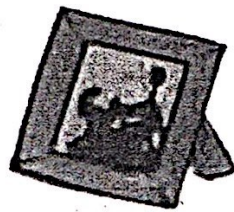
Don't miss out on your chance to save – Avail special offers on all our products!

1. Wall Clock	20% Off
2. Soft Toys	25% Off
3. Paintings	30% Off

Offer Valid till 20th July 2009

VISIT US TODAY!

13. Nehru Nagar New Delhi -6

Theory paper   Total Time: 30 Mins   Total Marks: 30

1. The brain of any computer system is

A) Control Unit

B) Arithmetic Logic Unit

C) Central Processing Unit

D) Storage Unit

2. The two kinds of main memory are:

A) Primary and secondary

B) Random and sequential

C) ROM and RAM

D) All of above

3. Which of the following storage devices can store maximum amount of data?

A) Floppy Disk

B) Hard Disk

C) Compact Disk

D) Magneto Optic Disk

4. WWW stands for ?

A) World Whole Web

B) Wide World Web

C) Web World Wide

D) World Wide Web

5. In which of the following form, data is stored in computer ?

A) Decimal

B) Binary

C) HexaDecimal

D) Octal

6. What is full form of GUI in terms of computers ?

A) Graphical user Instrument

B) Graphical unified Interface

C) Graphical unified Instrument

D) Graphical user Interface

7. Who is also known as Father of Computer?

A) Vint Cerf

B) Tim Berner Lee

C) Charles Babbage

D) Steve Jobs

8. Which among following is odd?

A) CD/DVD

B) Floopy Disks

C) SD Disk

D) BIOS

9. 1 Mega Byte is equal to

A) 1024 Bytes

B) 1024 Kilo Bytes

C) 1024 Giga Bits

D) 1024 Bits

10. Microsoft office is type of ?

A) System software

B) Application software

C) Utility Software

D) Firmware

11. Intersection of columns and rows is called a ?

A) Data

B) Table

C) Cell

D) Schema

12. A wireless technology built in electronic gadgets used for exchanging data over short distances is ?

A) Bluetooth

B) Wifi

C) Modem

D) USB

13. A keyboard is this kind of device:

A) Black

B) Input

C) Output

D) Word Processing

14. Which of the following groups consist of only output devices?

A) Scanner, Printer, Monitor

B) Keyboard, Printer, Monitor

C) Mouse, Printer, Monitor

D) Plotter, Printer, Monitor

15. Landscape is ?

A) A font style

B) Paper Size

C) Page Layout

D) Page Orientation

16. What is the Short cut key for line break?

A) CTRL + Enter

B) Alt + Enter

C) Shift + Enter

D) Space + Enter

17. By pressing F12, which of following will happen ?

A) Save As dialog box will open

B) Save dialog box will open

C) Open dialog box will open

D) Close dialog box will open

18. What is the use of "All Caps" feature in MS-Word ?

A) It changes all selected text into Capital Letter

B) It adds captions for selected Image

C) It shows all the image captions

D) None of above

19.   What will be the use of Ctrl + J ?

A) Insert Image

B) Insert Hyperlink

C) Align Justify

D) Search file

20. Which shortcut will we use to make text Italic ?

A) Ctrl + U

B) Ctrl + T

C) Ctrl + I

D) Ctrl + P

21.   What is the use of bookmarks ?

A) To correct the spellings.

B) To jump to a specific location in the document

C) To ignore spelling mistakes

D) To save alignments as it is.

22. Ctrl + G is shortcut for ?

A) Open Find and Replace Dialog box with activating Goto Tab

B) Open Find and Replace Dialog box with activating Find Tab

C) Open Find and Replace Dialog box with activating Replace Tab

D) Open Goto Dialog box

23. Which among following is correct extension of word files ?

A) Xls

B) doc

C) ppt

D) dcw

24. What we call to a combination of row and column

A) Line

B) Column

C) Row

D) Cell

25. Spreadsheets are created in ?

A) MS Word

B) MS Powern Point

C) MS Excel

D) MS Access

26. "Ctrl + Backspace" is used to

A) Delete the single letter just before the cursor

B) Delete the single letter just after the cursor

C) Delete the word just before the cursor

D) Delete the word just after the cursor

27. "Ctrl + End" is used to

A) Moves the cursor to the end of Line

B) Moves the cursor to the end of Document

C) Moves the cursor to the end of Paragraph

D) None of the Above

28. Which among following is correct extension of Power Point files?

A) Xls

B) doc

C) ppt

D) dcw

29. Which among following is correct extension of Excel files ?

A) Xls

B) doc

C) ppt

D) dcw

30. "Ctrl + Home" is used to
A) Moves the cursor to the beginning of Document
B) Moves the cursor to the beginning of Line
C) Moves the cursor to the beginning of Paragraph
D) All of the above

NIIT Foundation

NReach

NReach

Vision & Objective

OUR VISION

- We will be global-path-breakers in employability training, gainfully employing at least 2 million under-served youth every year.

Our Objective

- To spread Digital Literacy to the underprivileged section of the society.
- To reach the unreached.
- To explore synergies with potential organizations.
- To enable students to get world class IT Education.
- To create values to the life of peoples and organizations.
- To ensure quality and values in IT Education is provided.

Reach

Brief Idea about NReach

NIIT Foundation is a not-for-profit education society set up by the founders of NIIT in 2004. NReach is a unique initiative of NF that offers services to NGOs working in education and skills training of underprivileged youth. The services include training & certification of trainers in the partner NGOs as well as post assessments and certification of the students.

Impact

- We work in the 21 states in India
- More than 200 Partner NGOs across the nation
- Impacted over 21000 students last year
- Trained 181 Trainers
- Placed 1200+ students in the organized sectors
- Worked with 1000 disable students and mainstream them to society

NReach

Program for Partners

Program for NGOs

- Train the Trainer Program
- Certification to the Trainer
- Quality Packaged Courseware on IT
- Trainer Guide and assistance for IT course
- Certification to the Students and the Trainer
- Appreciation Certificate to the NGOs
- Promote the best practices of the Partners

NReach

Program for Schools

- Computer based Interactive learning.
- Quizzes and Practical for best learning.
- Learning through participation.
- Special addition for playgroup kids.
- Not Technology intensive.
- Structured courseware and Session Plans.
- Certification from NIIT Foundation.
- Course covering all areas of IT.
- Combination of technical and life skills.

NReach

HOW NREACH PROGRAM WORKS

Student Empowerment
- Structured Industry Recognized Courseware
- Global Recognized Certification
- Placement Guidance

Synergizing
- Bringing together NGOs by providing a connecting platform
- Bridging the gap between Corporates and NGOs

NGO Empowerment
- Training of the NGO Trainers
- Building NGO Infrastructure
- Proposal Writing
- Organizing Workshops

NReach

NIIT FOUNDATION

How We Work

- We work with Potential NGOs working in Education and Skill Development
- We accredit NGOs based on parameters
- Support the NGO in Capacity Building
- We work as a Knowledge partner
- Extensively work With Underprivileged schools
- Deliver Solutions to school computer education

NIIT FOUNDATION

NReach

NIIT FOUNDATION

Program Framework

- Identify and select the NGO and Schools
- Sign MOU with the selected NGO/Schools
- Set Up the program at the Schools
- Training and Certification for the faculty
- Internal assessment and Attendance
- Delivery of the mapped courseware
- Final assessment & certification

NReach
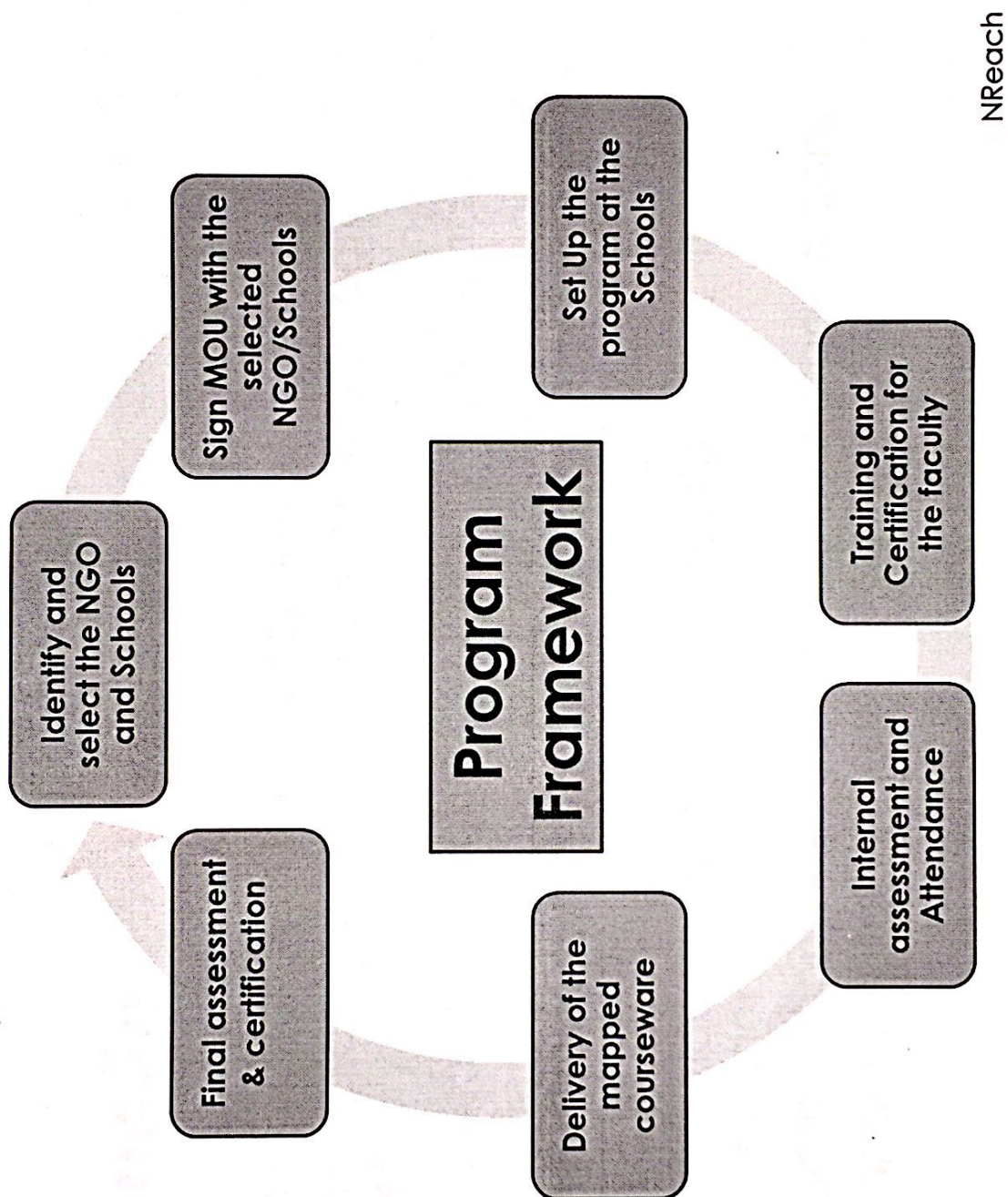
Benefits

- Association with NIIT Foundation
- Strategically structured courses with standard delivery
- Courseware designed by Industry Professionals
- Unique Training Programs for the trainer of partner organizations
- Unique offering of INTEL certified courses
- Worldwide recognized Certification from NIIT Foundation
- Appreciation certificates to partner organizations
- Capacity Building of Ngo & School

NIIT FOUNDATION

NReach

Certificate Template

Certificate 1 (Yuva Jyoti)

NIIT Yuva Jyoti
skills for jobs

N.S.D.C
National
Skill Development
Corporation

This is to Certify that:

ASHOK KUMAR

has attended a course titled

CERTIFICATE COURSE IN IT FOR BEGINNERS

given under our hand and seal on
this, the Fifteenth day of January 2014
at New Delhi, India

Registration No.: M13F2G42G0038   Reg. ...002   Certificate No.: 13GAY2G32I024

Member
of the Academic Council

NIIT Yuva Jyoti Ltd.
A Joint Venture of NIIT & NSDC (PPP inclusive of Government of India)

Certificate 2 (NIIT Foundation / intel)

NIIT FOUNDATION

intel

The Academic Council of NIIT Foundation
having duly examined

SHALINI SHRIVASTAVA

and having found the candidate's performance to be

EXCELLENT

and have pleasure in recognizing this attainment with the award
of

Certificate Course in IT for Beginners

given under our hand and seal on
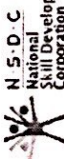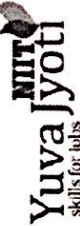this, the Twenty Third Day of August 2013
at New Delhi, India

Implementation Head

Registration No: R14F200200001

Authorised Signatory

Certificate No: 14CAF40010050

LEGEND

% Marks	Interpretation
50-60	Satisfactory
61-70	Good
71-80	Very Good
81-90	Excellent
> 90	Outstanding

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How We Work

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- Deliver Solutions to school computer education

NReach

NIIT FOUNDATION

intel

Accreditation Program

The Academic Council of NIIT Foundation

having duly examined

ANCHAL RAWAL

and having found the candidate's performance to be

VERY GOOD

have pleasure in recognizing this attainment with the award

of

Certificate Course in IT for Beginners

Given under our hand and seal on

this, Monday 22nd of Aug 2016

at New Delhi, India

Authorised Signatory
NIIT FOUNDATION

Director
NIIT FOUNDATION

Certificate No. : 17CAF202101267   NGO Name :

Grading:	
Outstanding	91-100%
Excellent	81-90%
Very Good	71-80%
Good	61-70%
Satisfactory	51-60%

ACKNOWLEDGEMENT

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