

# APPSC Computer Proficiency Test Syllabus 2021

## ANNEXURE-I

ANDHRA PRADESH PUBLIC SERVICE COMMISSION:VI



Scheme & Syllabus for the qualifying test i.e. "PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE"

### SCHEME OF EXAMINATION (Practical Type)

| TEST  | Duration<br>(Minutes) | Maximum<br>Marks | Minimum qualifying marks |       |       |
|---|-----------------------|------------------|--------------------------|-------|-------|
|   |                       |                  | SC/ST/PH                 | B.C's | O.C's |
| PROFICIENCY IN OFFICE<br>AUTOMATION WITH USAGE OF<br>COMPUTERS AND ASSOCIATED<br>SOFTWARE | 30                    | 50               | 15                       | 17.5  | 20    |

### SYLLABUS

The test shall comprise the following four parts:

| NAME | CONTENTS OF PART-A  | MARKS |
|------|---|-------|
|      | <ol style="list-style-type: none"><li>1. Create and save a document using MS WORD<ol style="list-style-type: none"><li>a. Deletion of Character, Word, line and block of text</li><li>b. Undo and redo process</li><li>c. Moving, Copying and renaming</li></ol></li><li>2. Format the Text document<ol style="list-style-type: none"><li>a. Character formatting</li></ol></li></ol> |       |

# Computer Proficiency Test Sample

**Robert L. Brennan**



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### (Free Sample) Mission SSC - Tips, Techniques & Strategies to Crack CGL-CHSL-MultiTasking-Jr. Engg. Exams

Disha Experts,2021-07-01      Issues in Computer-Adaptive Testing of Reading Proficiency Micheline Chalhoub-Deville,1999  
The focus of this book is computer based assessment of the receptive skills      *Computerized Adaptive Testing* Howard Wainer,Neil J. Dorans,Ronald Flaughner,Bert F. Green,Robert J. Mislevy,2000-04-01 This celebrated primer presents an introduction to all of the key ingredients in understanding computerized adaptive testing technology test development statistics and mental test theory Based on years of research this accessible book educates the novice and serves as a compendium of state of the art information for professionals interested in computerized testing in the areas of education psychology and other related social sciences A hypothetical test taken as a prelude to employment is used as a common example throughout to highlight this book s most important features and problems Changes in the new edition include a completely rewritten chapter 2 on the system considerations needed for modern computerized adaptive testing a revised chapter 4 to include the latest in methodology surrounding online calibration and in the modeling of testlets and a new chapter 10 with helpful information on how test items are really selected usage patterns how usage patterns influence the number of new items required and tools for managing item pools      *Pre-Professional Skills Test: Mathematics: Practice Test* Educational Testing Service,2006-11-16 Exclusive The only official guide to this widely required teacher licensing exam instantly downloadable for easy access From ETS the people who create the test      *The ETS Test Collection Catalog* ,1995-06-14      *SPSS: A User-Friendly Approach for Version 22* Jeffery E. Aspelmeier,Thomas W. Pierce,2015-03-13 In this comprehensive introduction to SPSS versions 17 and 18 Jeffery Aspelmeier and Thomas Pierce make potentially complicated procedures easy to complete and fun to use SPSS A User Friendly Approach goes beyond providing instructions on the mechanics of data analysis to develop a student s conceptual understanding Students are taught not only how to complete an SPSS procedure but also how to ensure that their results are statistically meaningful      Resources in Education ,1995  
**The ETS Test Collection Catalog** Educational Testing Service,1987-12      *The Software Encyclopedia* ,1988  
**Federal Register** ,1992-02-21      *McGraw-Hill's CSET Multiple Subjects* Cynthia Knable,2013-05-03 WE WANT TO HELP YOU SUCCEED ON THE CSET We ve put all of our proven expertise into McGraw Hill s CSET Multiple Subjects to make sure you re ready for this crucial exam for prospective teachers This book gives you complete preparation for not only the Multiple Subjects sections but the CSET Writing Skills test as well You ll also get in depth review and practice plus essential question answering techniques and strategies developed by a renowned test prep expert We re ready to guide you step by step through your CSET preparation program and give you the tools you need to succeed Inside you ll find A diagnostic test to help you focus your study Two full length Multiple Subjects practice exams Two Writing Skills practice tests Practice constructed response questions with sample answers A comprehensive review of CSET subjects Writing tips for

constructed response questions and the Writing Skills exam Invaluable test taking strategies for a competitive edge

**Seventeenth Annual Symposium on Computer Applications in Medical Care** Charles Safran, 1994

**Computer-assisted Language Learning and Testing** Patricia Dunkel, 1991      **Educational Measurement** Robert L. Brennan, 2006-08-30 The importance of this fourth edition of Educational Measurement is to extensively update and extend the topics treated in the previous three editions As such the fourth edition documents progress in the field and provides critical guidance to the efforts of new generations of researchers and practitioners This new edition of Educational Measurement is edited by Robert Brennan and jointly sponsored by ACE and the National Council on Measurement in Education It provides in depth treatments of important measurement topics and the chapter authors are acknowledged experts in their respective fields NATIONAL COUNCIL ON MEASUREMENT IN EDUCATION is an organization incorporated for scientific educational literary and charitable purposes i e advancing of the science of measurement instruments and procedures improving applications of measurement and disseminating knowledge about measurement theory techniques and instrumentation      **Career Success** Jerry Ryan, Roberta Ryan, 2000-09 This engaging book presents a comprehensive approach to career planning and the job search process Taking a unique lifelong learning approach it focuses specifically on self understanding self acceptance career information and decision making skills Career Success is designed to increase awareness understanding and acceptance of personal interests abilities personality characteristics values and lifestyles Comprehensive coverage takes the user through an overview of the changing labor force an understanding of the rapidly changing job market self analysis and personal decision making finding the right career resumes and interviewing and ongoing career and personal success      **State High School Exit Exams** ,2006      **An Introductory Guide to EC Competition Law and Practice** Valentine Korah, 1994      The ETS Test Collection Catalog Educational Testing Service. Test Collection, 1993 The major source of information on the availability of standardized tests Wilson Library Bulletin Covers commercially available standardized tests and hard to locate research instruments      *Criminal Practice Handbook* Stephen Hrones, 2006      **Monitoring Student Proficiency with Computer-managed Instruction** Julia A. Stapleton, 1987

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