SSC CGL 2017
SKILL TEST COPY
DEST AND CPT
As the House knows, the Prime Minister sent out a circular to all the States a few years ago requesting that the portfolio of agriculture in the States should not be neglected; it should be entrusted to an important Minister. I think the National Development Council considered this question and they said that as far as possible, the Chief Ministers in the States should handle the portfolio themselves. And then, they have started a Food Production Board in the Cabinet itself at the Centre, and the National Development Council has decided that an agricultural production board should be started in each State with the Chief Minister as the Chairman. They have started an agricultural machinery board for supplying machinery. They have taken many steps in addition to the normal measures.

The Government has been doing their very best in this regard. But with all that, it has not kept up with the targets fixed, unless earnest and vigorous attempts are made. I wish to throw out my own suggestions in this regard. They may not be very pleasant but I wish to be excused because I am speaking from experience.

Madam, the first thing is that so far as the producing agency is concerned, its voluntary interest and its enthusiasm must be won. For instance, in industrial labour relations, we go out of the way to invite labour and give it even participation in the management and to do everything for labour. This is just to see that the industrial relations are good and the industrial output will be increasing day by day. Should we not show some consideration for this producing agency, namely, the farmer? Mr. Thomas has shown how agricultural products, even at these increased prices, are not paying to the agriculturist. He has shown that very correctly, and everyone who has intimate connection with agriculture at least will agree to that, and if at all anything, that is an under-estimate, not an over-estimate. When that is so, how can we expect the farmer to produce unless he is enthused?
Test in Microsoft Excel

1. Start Microsoft Excel program and open a new file.

2. Enter your Name and Roll Number in the first two rows of the Worksheet as shown below. Enter the rest of the contents as per instructions given below in the same cell.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Your Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Roll Number</td>
<td>XXXXXXXXXX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Balance Sheet of OGT Enterprises Ltd.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PARAMETER</td>
<td>Financial Year</td>
<td>Financial Year</td>
<td>Absolute</td>
<td>Percent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016-2017</td>
<td>2017-2018</td>
<td>Increase/Decrease</td>
<td>Increase/Decrease</td>
</tr>
<tr>
<td>6</td>
<td>Plants</td>
<td>12,351.73</td>
<td>12,196.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Investments</td>
<td>121.57</td>
<td>120.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Others Assets</td>
<td>4,706.16</td>
<td>0.13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Format the cells such that the Text size is 12, Font is Century for all the cells. The Title row (4) should be Bold and Underlined with Font size 14. Merge and center the cells in the Title row, so that the Title appears as shown. Adjust the column widths, so that the Table appears as shown above. The Table Headings row (5) should be either Left or Center or Right aligned as shown above.

4. Create the border only for the cells that have a solid line shown above.

5. Use appropriate Formulae to calculate the following and populate the shaded cells shown above:
   - Absolute Increase/Decrease from Values of Column B to Column C for each Parameter with proper sign.
   - Percent Increase/Decrease w.r.t. Value of Column B for each Parameter.

PS: NO CALCULATIONS SHOULD BE DONE MANUALLY AS YOUR WORKSHEET SOFTCOPY MIGHT BE CHECKED AT LATER STAGE.

6. After preparing the worksheet as above, save it on your assigned Desktop & Naming the file as “SSC._” followed by your Roll Number (e.g., if your Roll Number is 1001001000, then the name of the file should be SSC_1001001000).

7. Insert a Header for the page with [file path] on left hand corner and &[Time]/&[Date] on right hand corner.

8. Take a print of the XLS Worksheet that you have created as per design/data shown above on a single A4 Page and put your Signature adjacent to your printed Name with Current Date. Please ensure that the file name with complete path, current date and time, are visible on the printout. Please ensure that your Roll Number & Name, are also appearing clearly in the printout at appropriate places.

9. PLEASE NOTE: Exercised XLS Worksheet Printout without correct Roll Number, Name, Handwritten Signature and Handwritten Date, will be summarily rejected and thus you will be awarded ZERO Marks.
Start "Microsoft PowerPoint" program and create a Blank Slide. Reproduce the content as mentioned in the Sample Slide given below:

RETENTION OF e-RECORDS

1. Like the physical files, e-Records too are to be closed and categorized.
2. As per CSMoP, there are only two categories of electronic records: Category I and Category II.
3. Category I are records that qualify for permanent retention for administrative purposes or which are of historical importance.
4. Category II are records of secondary value that are not required to be retained for more than 20 years.

May 14, 2019 Roll Number - XXXXXXXXXX Name - XXXXXXXXXXXXXXXXXXX

1. Use the default Slide Type having 2 Sections i.e., "Add Title" and "Add Sub-Title".
2. Use "Century" as the Font Type for both "Title" as well as "Sub-Title".
3. Use Font Size of "40 Point" for "Title" and Font Size of "24 Point" for the "Sub-Title".
4. Text Content should be bold, italic, underline, aligned and bulleted as per the given sample slide. Size of the Font should be 20 Points in "Century" Font.
5. Insert Footer with Date, Roll Number and Name on their respective locations as shown in the sample slide. Size of the Font should be 14 Points in "Arial" Font.
6. After preparing your slide as shown above, save it on your assigned Desktop & Naming the file as SSC followed by your Roll Number (e.g., if your Roll Number is 1001001000, then the name of the file should be SSC_1001001000).
7. Take a print of your Slide as per design shown in the sample slide above on a single A4 Page and put your Signature adjacent to your printed Name with Current Date. Please ensure that the current date and time are visible on the printout. Please ensure that your Roll Number & Name are also appearing clearly in the printout at appropriate places.
8. Please Note: Your prepared Slide's Printout without correct Roll Number, Name, Handwritten Signature and Handwritten Date, will be summarily rejected and therefore, you will be awarded ZERO Marks automatically.

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