

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: DHUBRI



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জিলা আইন সেৱা প্ৰাধিকাৰী

ধুবুৰী-৭৮৩৩০১



NOTICE

Dated- 07th of August, 2024.

In pursuance to the advertisement dtd-10.05.2024 and Notification dtd-05.08.2024, the District Legal Services Authority, Dhubri has been pleased to publish the answer keys along with question paper of the computer skill test held on 07.08.2024 for the position of Office Assistant, O/o the Legal Aid Defense Counsel, District Legal Services Authority, Dhubri.

If there is any objection then it should be communicated in the given e-mail id- dhubri.dlsa@gmail.com along with supporting document, before 12 noon of 08.08.2024.

Sd/-

District & Sessions Judge cum Chairman,
District Legal Services Authority, Dhubri.

Memo No. DLSA/LADCS/2022/ 1874
Copy to: -

Dhubri, Dated: 07 /08/2024.

- 1) Systems Officer, O/o The District & Sessions Judge, Dhubri. He is directed to upload this Notice in the official website of this Judiciary.
- 2) Notice Board, O/o the District & Sessions Judge cum Chairman, DLSA, Dhubri.
- 3) Office file.

District & Sessions Judge cum Chairman,
District Legal Services Authority, Dhubri.

Dist. Legal Services Authority Cum
Dist & Sessions Judge, Dhubri.

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DHUBRI
COMPUTER SKILL TEST FOR THE POST OF OFFICE ASSISTANT

Duration: 30 minutes

Date: 07/08/2024



Total Marks: 20

The exam paper has been divided into 3 (three) parts: PART A, PART B and PART C

PART A: TYPING TEST:

- (I). Type a paragraph as dictated by the Speaker. **7 marks.**

PART B: MULTIPLE CHOICE QUESTIONS:

- (II). Tick ✓ the correct options (A, B, C or D) from the MCQ's given below: **10 marks.**
(Each question carries 1 mark).

1. What is the meaning of this "^" (Caret) symbol in MS Excel work-sheet?
 - A. DIVISION
 - B. EXPONENTIATION
 - C. MULTIPLICATION
 - D. NEGATION
2. Formula Tab in MS Excel sheet can be opened with which one of the following shortcut?
 - A. Alt+M
 - B. Alt+F
 - C. Ctrl+Alt+M
 - D. Ctrl+Alt+F
3. What is the shortcut for opening the "Insert Function" dialogue box?
 - A. Shift+F
 - B. Shift+F1
 - C. Shift+I
 - D. Shift+F3

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4. Which of the following key is used to move an active cell to the first column on the current row?
- A. Page Up
 - B. Home
 - C. Page Down
 - D. Ctrl+Home
5. Which of the following functions are not available in MS Word?
- A. Mail Merge.
 - B. Find and Replace.
 - C. Automatic Recalculation.
 - D. Inserting Image, Chart, etc.
6. Windows Explorer/File Explorer is an example of _____?
- A. A programming language.
 - B. A web browser.
 - C. An operating software.
 - D. A file manager.
7. The valid file format of MS Excel (Excel Workbook) 2007 and 2010 is:
- A. .xlsx
 - B. .xls
 - C. .doc
 - D. .xlt
8. What is the shortcut key to open the 'Font' dialogue box in MS-Word?
- A. Ctrl+F
 - B. Alt+Ctrl+D
 - C. Alt+F
 - D. Ctrl+D
9. What is the shortcut key to open a document in MS Word?
- A. Ctrl+W
 - B. Ctrl+N
 - C. Ctrl+O
 - D. Ctrl+D

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10. Which of the following are word processing application software's?

- i. WordPerfect.
 - ii. WordPad.
 - iii. MS Word.
 - iv. Notepad.
- A. Only (i), (ii) and (iii)
 - B. Only (ii), (iii) & (iv)
 - C. Only (ii) and (iii)
 - D. All of the above.

PART C: ANSWER IN ONE SENTENCE:

(III). Give answers to the following questions: **3 marks.** (Each question carries **1 mark**).

1. Write **one difference** between COUNTIF and COUNTIFS function in MS Excel?

Ans:

2. Write **one difference** between a WORKBOOK and a WORKSHEET in MS Excel?

Ans:

3. What is the difference between ENDNOTE and FOOTNOTE in MS Word?

Ans:

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ANSWER KEY OF THE COMPUTER SKILL TEST HELD ON 07/08/2024 (Wednesday)

FOR THE POSITION OF OFFICE ASSISTANT



ANSWER KEY:

1. Answers to MCQ's of PART B (II):

Question no.	Answer
1.	B
2.	A
3.	D
4.	B
5.	C
6.	D
7.	A
8.	D
9.	C
10.	D

2. Answers to ONE LINER'S of PART C (III):

1. The **COUNTIF** function counts the number of cells in a range that meet **one condition**, whereas, the **COUNTIFS** function counts the number of cells in a range that meet **several conditions**.
2. A workbook is a collection of spreadsheets in a single file, but a worksheet is a single spreadsheet.
3. Endnote is a series of notes which comes at the end of the document, whereas, footnote is a series of notes which appears at the bottom of a page.