

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA**  
**BRIEF NOTIFICATION NO. 16/2026, Dated: 15/09/2026**

**DIRECT RECRUITMENT TO THE POST OF FOREST RANGE OFFICERS  
IN A.P. FOREST SERVICE**

**(General Recruitment)**

1. Applications are invited online through the Commission's Website (<https://psc.ap.gov.in>) from eligible candidates **from 16/10/2026 to 05/11/2026 up to 11:59 P.M** for Recruitment to the post of Forest Range Officers in A.P. Forest Service.
2. The eligible candidates desirous of applying shall apply online after satisfying themselves with regard to the terms and conditions of this Recruitment Notification. The details of provisional vacancies are notified hereunder and the number of vacancies is subject to variation upon confirmation being received from the concerned Department.

| <b>Name of the post</b>                      | <b>No. of vacancies</b> | <b>Scale of Pay Rs</b> |
|----------------------------------------------|-------------------------|------------------------|
| Forest Range Officers in A.P. Forest Service | 04                      | 48,440 -<br>1,37,220   |

**3. Educational Qualification:**

Applicants must possess the requisite Educational Qualification as on the date of Detailed Notification.

Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act or State Act or a Provincial Act or an Institution recognized by the University Grants Commission; or any equivalent qualification in the following subjects:

- (I) Agriculture
- (II) Botany
- (III) Chemistry
- (IV) Computer Applications / Computer Science
- (V) Engineering (Agriculture / Chemical / Civil / Computer / Electrical / Electronics / Mechanical)
- (VI) Environmental Science
- (VII) Forestry
- (VIII) Geology
- (IX) Horticulture

- (X) Mathematics
- (XI) Physics
- (XII) Statistics
- (XIII) Veterinary Science
- (XIV) Zoology

Please see the physical requirements in ONLINE Detailed Notification

4. Detailed Notification with breakup of vacancies, Scale of pay, Age, Community, Educational Qualifications and any other information with instructions will be available on the Commission's Website (<https://psc.ap.gov.in>) on or before **16/10/2026**.

5. The date of Detailed Notification will be reckoned as the crucial date in all aspects.

**IMPORTANT:**

- (i) Applicants/Candidates should read the Commission's Detailed Notification and other instructions carefully before applying for this Recruitment and enter the particulars properly in the Online Application Form.
  - (ii) Applicants/Candidates have to submit applications only through online mode. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances.
  - (iii) Applicants/Candidates are advised to submit their applications through online well in advance of the last date to avoid last-minute rush.
6. The examination for this recruitment shall consist of a single-level examination only, and no Screening Test shall be conducted, irrespective of the number of applications received. The examination shall be conducted in online (CBRT) mode. In case the single-level examination is conducted in multiple sessions, the Commission will adopt a process of normalisation of marks, wherever considered necessary and applicable, in accordance with the methodology and procedure decided by the Commission. The details of such normalisation, if applicable, shall be notified by the Commission in due course.
7. The detailed Scheme and Syllabus for this Examination is annexed to this Notification to facilitate the candidates.

Date:15/09/2026  
Place: Vijayawada

Sd/-  
SECRETARY

**ANNEXURE**

**SCHEME AND SYLLABUS TO THE POST OF FOREST RANGE OFFICER**  
**IN A.P. FOREST SERVICE**

**SCHEME FOR WRITTEN EXAMINATION**

(As per G.O.Rt.No.2493, General Administration (Ser-A) Dept.,  
dated:28/11/2018)

| <b>WRITTEN EXAMINATION (OBJECTIVE TYPE)- Degree Standard</b>                                                                                                                                  |                                                                                                                                        |                        |                           |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|----------------------|
| <b>PAPER</b>                                                                                                                                                                                  | <b>Subject</b>                                                                                                                         | <b>No.of Questions</b> | <b>Duration (Minutes)</b> | <b>Maximum Marks</b> |
| Qualifying Test                                                                                                                                                                               | General English (50 marks) & General Telugu (50 marks)<br><b>(To be Qualified in English &amp; Telugu individually) (SSC Standard)</b> | 100                    | 100                       | 100                  |
| PAPER-I                                                                                                                                                                                       | General Studies & Mental Ability                                                                                                       | 150                    | 150                       | 150                  |
| PAPER-II                                                                                                                                                                                      | Mathematics (SSC standard)                                                                                                             | 150                    | 150                       | 150                  |
| PAPER-III                                                                                                                                                                                     | General Forestry - I                                                                                                                   | 150                    | 150                       | 150                  |
| PAPER-IV                                                                                                                                                                                      | General Forestry - II                                                                                                                  | 150                    | 150                       | 150                  |
| <b>Total</b>                                                                                                                                                                                  |                                                                                                                                        |                        |                           | <b>600</b>           |
| <b>NEGATIVE MARKS :</b> As per G.O.Ms. No.235, Finance (HR-I, Plg & Policy) Dept.,Dt.06/12/2016, for each wrong answer will be penalized with 1/3rd of the marks prescribed for the question. |                                                                                                                                        |                        |                           |                      |

**N.B.:** 1. Candidates are required to undergo a walking test and also a Medical Examination (conducted by a Medical Board). Both the tests shall be arranged by the Forest Department, duly taking concurrence of A.P.P.S.C. for this purpose the Commission will pick up eligible candidates in the ratio of 1:3 with reference to total number of vacancies as per General Rule 22 & 22A.

2. Computer Proficiency Test (Qualifying Test) for eligible candidates in the ratio of 1:3 with reference to total number of vacancies notified will be conducted.

## **SYLLABUS FOR WRITTEN EXAMINATION**

### **QUALIFYING TEST (100 Marks)**

#### **GENERAL ENGLISH AND GENERAL TELUGU (SSC Standard)**

| <b><u>General English Test(50 Marks)</u></b>                                                                         | <b><u>General Telugu Test (50 Marks)</u></b>                                                             |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| a) Comprehension<br>b) Phrases and idioms<br>c) Vocabulary and punctuation<br>d) Logical re-arrangement of sentences | a) Synonyms & Vocabulary<br>b) Grammar<br>c) Telugu to English meanings<br>d) English to Telugu meanings |

### **PAPER-1**

#### **GENERAL STUDIES & MENTAL ABILITY**

**(150 Marks)**

1. Major Current Events and Issues pertaining to International, National and State of Andhra Pradesh.
2. General Science and its applications to the day to day life Contemporary developments in Science & Technology and Information Technology.
3. History of India – emphasis will be on broad general understanding of the subject in its social, economic, cultural and political aspects with a focus on AP and Indian National Movement.
4. Geography of India with focus on Andhra Pradesh.
5. Indian polity and Governance: constitutional issues, public policy, reforms and e-Governance initiatives.
6. Indian Economy and planning
7. Sustainable Development and Environmental Protection
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Logical reasoning, analytical ability and logical interpretation.
10. Data Analysis: Tabulation of data Visual representation of data Basic data analysis (Summary Statistics such as mean, median, mode and variance) and Interpretation.

**PAPER-II**  
**MATHEMATICS (SSC Standard)**

**(150 Marks)**

**1. ARITHMETICS:**

- a) Number System-Natural numbers, Integers,
- b) Rational and Real numbers,
- c) Fundamental operations, addition, subtraction, multiplication, division, square roots, Decimal fractions.
- d) Unitary method-time and distance, time and work, percentages, applications to simple and compound interest, profit and loss, ratio and proportion, variation.
- e) Elementary Number Theory – Division algorithm, Prime and composite numbers. Tests of divisibility by 2,3,4,5,9 and 11.
- f) Multiples and factors, factorisation Theorem. H.C.F. and L.C.M. Euclidean algorithm. Logarithms to base 10, laws of logarithms, use of logarithmic tables.

**2. ALGEBRA:**

- a) Basic Operations, simple factors, Remainder Theorem, H.C.F., L.C.M.
- b) Theory of polynomials, solutions of quadratic equations, relation between its roots and coefficients (Only real roots to be considered). Simultaneous linear equations in two unknowns – analytical and Graphical solutions. Simultaneous linear in equations in two variables and their solutions.
- c) Practical problems leading to two simultaneous linear equations or in equations in two variables or quadratic equations in one variable and their solutions.
- d) Set language and set notation, rational expressions and conditional identities, laws of indices.

**3. TRIGONOMETRY:**

Sine x, Cosine x, Tangent x when  $0^\circ < x < 90^\circ$  values of  $\sin x$ ,  $\cos x$  and  $\tan x$ , for  $x = 0^\circ, 30^\circ, 45^\circ, 60^\circ$  and  $90^\circ$ , Simple trigonometric identities. Use of trigonometric tables, Simple cases of heights and distances.

**4. GEOMETRY:**

- i) Lines and angles, Plane and plane figures,
- ii) Theorems on
  - a) Properties of angles at a point,
  - b) Parallel lines,
  - c) Sides and angles of a triangle,
  - d) Congruency of triangles,
  - e) Similar triangles,

- f) Concurrence of medians and altitudes,
- g) Properties of angles, sides and diagonals of a parallelogram, rectangle and square,
- h) Circles and its properties including tangents and normals,
- i) Loci.

#### **5.MENSURATION:**

- a) Areas of squares, rectangles, parallelograms, triangle and circle.
- b) Areas of figures which can be split up into the figures (Field Book),
- c) Surface area and volume of cuboids, lateral surface and volume of right circular cones and cylinders, surface area and volume of spheres.

#### **6. STATISTICS:**

- a) Collection and tabulation of statistical data,
- b) Graphical representation - frequency polygons, histograms, bar charts, pie charts etc.
- c) Measures of central tendency.

### **PAPER - III** **GENERAL FORESTRY-I**

**(150 Marks)**

#### **I. RENEWABLE AND NON-RENEWABLE NATURAL RESOURCES:**

- a) **Forest resources:** Use and over-exploitation, deforestation, important case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- b) **Water resources:** Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- c) **Mineral resources:** Use and exploitation, environmental effects of extracting and using mineral resources.
- d) **Food resources:** World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity.
- e) **Energy resources:** Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.
- f) **Land resources:** Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

## **II. PLANT SCIENCES:**

- a) The diversity in the living world and biological classification.
- b) Morphology of flowering plants-modifications and functions of roots, stems and leaves.
- c) Basics of plant tissues and how they differ from animal tissues.
- d) Basic anatomical structure of wood like annual rings, grain, texture, pores, fibers, pith, rays, etc.,
- e) Seed morphology- types of seeds viz., mono-cotyledonous and dicotyledonous, albuminous and endospermic and their development, structure, dormancy, dispersal and germination.
- f) Reproduction in plants:
- g) Sexual incompatibility and sexual methods of reproduction in plants-Pollination, fertilization, hybridization and development of the fruit.
- h) Asexual and vegetative methods of reproduction
- i) Principles of Plant propagation- production of varieties and hybrids.
- j) Absorption and conduction of water and minerals salts translocation- transpiration – photosynthesis, respiration, digestion and assimilation of food, anabolism and catabolism- deficiency symptoms of essential elements, role of plant growth regulators in plants.
- k) Basic principles of inheritance and variation and molecular basis of inheritance with special emphasis on DNA & RNA.
- l) The most common diseases of plants, important factors affecting infections and the chemical, biological and genetic methods of disease control.

## **III. BIODIVERSITY AND ITS CONSERVATION:**

- a) Definition and value of biodiversity, genetic, species and ecosystem diversity,
- b) Biodiversity at global, National and local levels,
- c) Hot-spots of biodiversity, causes of biodiversity losses, need and the measures for biodiversity conservation.
- d) Major biomes of India, major abiotic factors that influence the life of organisms, responses of the organisms to such factors, adaptations for withstanding the extremes in the environment and population ecology.

## **IV. SOIL SCIENCE & GEOLOGY:**

- a) Geological formation of the rocks and minerals of India.
- b) Earth and its layers-domains of earth Types - of rocks and their formation- weathering process of rocks- factors affecting soil formation-physical, chemical and biological properties soil; minerals, their types and their conservation.

- c) Soil conservation- definition, causes for erosion, types - wind and water erosion; conservation and management of eroded soils/areas, wind breaks, shelter belts; sand dunes; reclamation of saline and alkaline soils, water logged and other waste lands. Role of forests in conserving soils.
- d) Maintenance and build-up of soil organic matter; forest leaf litter and composting; Role of microorganisms in ameliorating soils; N and C cycles.

## **V.WATER RESOURCE MANAGEMENT AND WATER SHED MANAGEMENT:**

- a) Basics of surface and subsurface water resources, pollution of water and water resource management.
- b) Concepts of watershed; role of mini-forests and forest trees in overall resource management, forest hydrology, watershed development.
- c) Water-harvesting and conservation; ground water recharge and watershed management; role of integrating forest trees, horticultural crops, field crops, grass and fodders.

## **VI. SILVICULTURE, AGRO FORESTRY, SOCIAL FORESTRY, COMMUNITY FORES MANAGEMENT:**

- a) General Silvicultural Principles; ecological and physiological factors influencing vegetation, natural and artificial regeneration of forests, methods of propagation, grafting techniques; site factors;
- b) Nursery and planting techniques — nursery beds, polybags and maintenance, water budgeting, grading and hardening of seedlings, special approaches, establishment and tending.
- c) Silviculture of the following economically important species grown in Andhra Pradesh such as

- 1) *Acacia nilotica*
- 2) *Azadirachta indica*,
- 3) *Dendrocalamus strictus*,
- 4) *Casuarina equisetifolia*,
- 5) *Dalbergia sisoo*,
- 6) *Emblica officinalis*,
- 7) *Eucalyptus spp*,
- 8) *Gmelina arborea*,
- 9) *Pterocarpus marsupium*,
- 10) *Pterocarpus santalinus*
- 11) *Santalum album*
- 12) *Tectona grandis*,

- 13) *Melia dubia* and
- 14) *Leucaena leucocephala*
- d) Agroforestry: scope and necessity; role in the life of people and domestic animals and in integrated land use, planning especially related to soil and water conservation, water recharge, nutrient availability to crops, nature and eco-system preservation including ecological balances through pest- predator relationships and providing opportunities for enhancing biodiversity, medicinal and other flora and fauna.
- e) Agro forestry systems under different agro-ecological zones, selection of species and role of multipurpose trees and NTFPs, techniques, food, fodder and fuel security.
- f) Objectives, scope and necessity of social forestry.
- g) Genesis, principles, objectives and methodology of Community Forest management in Andhra Pradesh.

**PAPER – IV**  
**GENERAL FORESTRY-II**

**(150 Marks)**

**I. ECOSYSTEM & WILDLIFE:**

- a) Concept of an ecosystem, Structure and function of an ecosystem, the rate of biomass production, GPP, NPP, decomposition and energy flow through different trophic levels. Ecological pyramids and ecological succession.
- b) Introduction, types, characteristic features, structure, functions and services of the ecosystems such as Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries),
- c) Wildlife of India, endangered species of India; sanctuaries and national parks of India and Biological rhythms.

**II. FOREST PROTECTION WILDLIFE BIOLOGY:**

- a) Injuries to forest - abiotic and biotic destructive agencies, insect — pests and disease, effects of air pollution on forests and forest die back.
- b) Susceptibility of forests to damage, nature of damage, cause, prevention, protective measures and benefits due to chemical and biological control.
- c) General forest protection against fire, equipment and methods, controlled use of fire, economic and environmental costs;

- d) Timber salvage operations after natural disasters.
- e) Role of afforestation and forest regeneration in absorption of CO<sub>2</sub>.
- f) Rotational and controlled grazing, different methods of control against grazing and browsing animals;
- g) effect of wild animals on forest regeneration,
- h) Human impacts: Forest encroachment, poaching, grazing, live fencing, theft, shifting cultivation and control.

### **III. FOREST UTILIZATION:**

- a) Traditional and improved/modern tools used in logging, wood seasoning, wood/timber preservation,
- b) logging-transport methods,
- c) Physical properties of wood and their importance in identification of timber species.
- d) Uses of important MFP/NTFP species available in the forests of A.P.
- e) List of plants known to be antidotes of snake and scorpion poisoning.

### **IV. ANIMAL MANAGEMENT:**

- a) Animal management – animal ailments and treatments.
- b) Definition of some animals like human beings, wolf, jackals, lion rabbit etc., based on incisors- canine/cuspids, pre-molars and molars,
- c) Poisonous and non-poisonous snakes of India, symptoms following the snake bite, treatment of snake bite.
- d) Role of nutrition in animal health and production.
- e) Nutrition deficiencies and their management.
- f) Morphological features of a bird and the concept of migration in birds and the ecological importance of birds.

### **V. ECONOMIC ZOOLOGY:**

Beneficial and harmful insects including insect vectors of human diseases, Industrial fish, prawn and molluscs of India, Non-poisonous and poisonous snakes of India, Venomous animals-centipede, wasp, honey bee.

### **VI. FOREST ECONOMICS, FOREST LEGISLATION AND ADMINISTRATION:**

- a) Forest economics - fundamental principles, cost-benefit analyses; estimation of demand and supply;

- b) Forest economics – investment planning, depreciation, working capital, types of costs viz., gross, fixed, variable, marginal & opportunity costs.,
- c) Methods employed for investment calculations such as Net surplus method, payoff time method, present value or capital value method, internal interest method, capital cost method.
- d) Forest Legislation-History of forest development; essence of Indian Forest Policy of 1894, 1952 and 1990. National Forest Policy -1988.
- e) Forest laws, necessity; general principles, AP Forest Act-1967; Forest Conservation Act-1980; Wildlife Protection Act-1972 and their amendments; Application of Indian Penal Code to Forestry.
- f) Forest Administration: Indian Forest Service, AP State Forest Service, AP State Forest Subordinate Services, AP Forest Department-Its structure and activities.

## **VII. FOREST INVENTORY:**

- a) Scope and objectives of Forest inventory.
- b) Complete enumeration vs. sampling, need for sampling, basic concepts in sampling, designing large-scale sample surveys, sampling and non- sampling errors, simple random sampling.
- c) Properties of a good estimator, estimation of sample size, stratified random sampling, systematic sampling cluster sampling, and ratio and regression methods of estimation under simple and stratified random sampling.

## **VIII. FOREST MENSURATION & REMOTE SENSING:**

- a) Statistics- population parameters- measures of central tendency and dispersion, aim of sampling, sampling methods, regression.
- b) Methods of measuring —diameter, girth, height and volume of trees; form-factor; volume estimation of stand, current annual increment; mean annual increment, Yield calculation, yield and stand tables:
- c) Forest planning, evaluation and monitoring tools and approaches for integrated planning.
- d) Modern instruments used in forest mensuration like RELASKOP, ALTIMETER, WEDGE PRISM, PLANIMETER etc.,
- e) Basic principles of Remote sensing- Air photo interpretation GIS, GPS, and GNSS.
- f) Forest cover monitoring through remote sensing;

## **IX. ENVIRONMENTAL SCIENCES:**

- a) Definition, scope and importance, need for public awareness on environmental issues.
- b) Environmental Pollution: Definition, Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution & Nuclear hazards.
- c) Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
- d) Social Issues and the Environment: From Unsustainable to Sustainable development.
- e) Urban problems related to energy, Water conservation, rain water harvesting, Resettlement and rehabilitation of people; its problems and concerns,
- f) Environmental ethics: Issues and possible solutions, Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Wasteland reclamation, Consumerism and waste products.
- g) Necessity of Environment Protection Act-1986, Air (Prevention and Control of Pollution) Act-1981, Water (Prevention and control of Pollution) Act-1974, APWALTA-2004.

## **X. FOREST SURVEY & ENGINEERING:**

- a) Basics of Survey and forest Engineering – bearings, Offsets- types of concrete, painting, varnishing, glazing, pointing, plastering.
- b) Road alignment- main considerations in road alignment,
- c) Types of roads depending upon the duration of the use of road,
- d) Use of ghat tracer, Dumpy level, IOP level and Theodolite.

## **XI. FIRST AID:**

- a) Primary goal, key aims and types of the first-aid.
- b) First Aid- first aid for bleeding, drowning, venomous insects, burns and scalds, shock, unconsciousness, fits, fainting, sun stroke, sprains, wounds, fractures.

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**SCHEME & SYLLABUS OF THE COMPUTER PROFICIENCY TEST**  
**(CPT)**

**Scheme for Computer Proficiency Test**

(As per G.O.Ms.No.26, G.A. (Ser.B) Dept., dt: 24.02.2023)

| <b>Scheme of the examination (Practical Type)</b>                                 |                       |                  |                             |       |       |
|-----------------------------------------------------------------------------------|-----------------------|------------------|-----------------------------|-------|-------|
| Test                                                                              | Duration<br>(Minutes) | Maximum<br>Marks | Minimum<br>Qualifying Marks |       |       |
|                                                                                   |                       |                  | SC/ST/PBD                   | B.C's | O.C's |
| Proficiency in Office Automation with usage of Computers and Associated Software. | 60                    | 100              | 30                          | 35    | 40    |

**Syllabus for Computer Proficiency Test**

**PART-A**

- 1. INTRODUCTION TO COMPUTERS:** Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor. Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices – Feature- Driven Development (FDD), Magnetic tape, Universal Serial Bus(USB), Pen Drives, Disks - The Role of input Processing / output processing devices - Computing Concepts - Data - Information – Random - Access Memory (RAM) – Read-Only Memory(ROM) - Control Unit - Memory Unit – Arithmetic Logic Unit(ALU).
- 2. COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).
- 3. OPERATING SYSTEM:** Purpose of operating system, Single User and Multi User Operating Systems with Examples.
- 4. WINDOWS OPERATING SYSTEM:** Interfacing Graphical User Interface (GUI), Differences between Character User Interface (CUI) and Graphical User Interface(GUI) - working With Files and Folders - More About Files - Running An Application Through the File Manager - Running an Application Through the Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices.

- 5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Macintosh Apple Computer (MAC) OS - Introduction - Advantages of Macintosh Apple Computer (MAC) OS. Basics commands
- 6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol (IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet
- 7. ELECTRONIC MAIL (only basic concepts):** Sending and receiving mails, Basic E-Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.
- 8. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

### **PART – B**

- 1. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Macintosh Apple Computer (MAC)OS.
- 2. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.
- 3. FILE OPERATIONS IN THE OFFICE:** Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With the Office Applications.
- 4. TOOLS IN THE OFFICE APPLICATIONS:** Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.
- 5. WORD PROCESSING (MS WORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS):** Starting Word
  - Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler - Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document - copying and moving - Saving Document - Page Setup - Properties of a document - Undo-Redo-Cut-Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find -

Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map - Full Screen - Zoom - Objects - Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers-footnotes-Fields-Symbols-Caption Cross Reference-Index-Tabs-Table and Sorting - Working With Graphics - Inserting Pictures - Modifying Pictures - Word Art - Inserting Chart - Inserting Files - Hyper Linking - Bookmark - Using Different Fonts - Paragraph - Bullets Borders and Shading-Columns-Drop Cap-Theme-Change Case Background-Frames-Style-Spelling And Grammar - Set Language - Word Count - Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All-Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.

## **6. SPREAD SHEET (MS Excel or its equivalent in Libre Office / Apache Open Office / Neo office for Windows/Linux/Mac OS):**

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Centering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing

Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts  
 Setting The Default Chart Type - Creating Trend Lines Data Map -  
 Working With Graphics in Excel - Creating And Pacing Graphic objects  
 - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and  
 Running Macro - Sorting Excel Data - Adding Subtotals To Databases  
 - Customizing Excel - Customizing Workspace – Comma Separated  
 Value (CSV) File format - Using Worksheet As Databases.

**7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/Linux/Mac Os):** Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides - Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view – Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

**Assessment Pattern:**

**Part-A:** Test may be designed to assess the candidate by means of MCQs.

**(20%of Total Marks)**

**Part-B:** A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc.)
2. Evaluating typing speed **(25% of Total Marks)**  
 (This may be made mandatory for qualifying based on the norms existing)
3. Organizing and inserting different objects **(15% of Total Marks)**
4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells,

conditional formatting, preparation of different graphs based on the data.

**(20% of Total Marks)**

5. Prepare a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc.).

**(20%of Total Marks)**

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