

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA**  
**BRIEF NOTIFICATION NO. 22/2026, Dated: 15/09/2026**

**DIRECT RECRUITMENT TO THE POST OF ENGLISH REPORTERS AND  
TELUGU REPORTERS IN A.P. LEGISLATURE SERVICES**

**(GENERAL RECRUITMENT)**

1. Applications are invited online through the Commission's Website (<https://psc.ap.gov.in>) from eligible candidates **from 13/10/2026 to 02/11/2026 up to 11:59 P.M** for Recruitment to the post of English Reporters and Telugu Reporters in A.P. Legislature Services.
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> |
|------------------------------------------------|-------------------------|------------------------|
| English Reporters in A.P. Legislature Services | 10<br>(07+03CF)         | 57,100-<br>1,47,760    |
| Telugu Reporters in A.P. Legislature Services  | 01 CF                   | 57,100-<br>1,47,760    |

**3. Educational Qualification:**

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

Must possess the following educational qualifications:

| <b>Name Of the Post</b>                        | <b>Educational Qualification</b>                                                                                                                                                                                                                                                           |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English Reporters in A.P. Legislature Services | <b>(i)</b> Must have passed a Bachelor's Degree of a University in any discipline in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or by other equivalent qualification. |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <p>(Provided that preference shall be given to persons possessing higher general educational qualifications).</p> <p><b>(ii)</b> Must have passed the Shorthand (English) by the grade for which the rate of speed prescribed is not less than 150 words per minute.</p> <p>(Provided that preference shall be given to persons who have also passed Shorthand (Telugu) by Higher Grade).</p> <p><b>(iii)</b> Must have passed the Typewriting (English) by higher grade conducted by the State Board of Technical Education, Hyderabad/ Vijayawada, A.P Provided that preference shall be given to persons who have also passed Typewriting (Telugu) by Higher Grade.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| Telugu Reporters in A.P. Legislature Services | <p><b>i)</b> Must have passed a Bachelor's Degree of a University in any discipline in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or by other equivalent qualification.</p> <p>(Provided that preference shall be given to persons possessing higher general educational qualifications).</p> <p><b>(ii)</b> Must have passed the shorthand and Typewriting (Telugu) both by Higher Grade conducted by the State Board of Technical Education and Training, Hyderabad/Vijayawada, A.P. Provided that preference shall be given to persons who have also passed Shorthand and Typewriting (English) by Higher Grade.</p> <p><b>(iii)</b> Must have passed a practical test for a speed of 80 words per minute in Telugu Shorthand conducted by the Secretary of the State Legislature in the case of appointment by transfer and by the Andhra Pradesh Public Service Commission in the case of direct recruitment.</p> |

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 **13/10/2026**.

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 OF EXAMINATION TO THE POST OF ENGLISH REPORTERS IN**  
**A.P. LEGISLATURE SERVICE**

| <b>SCHEME OF THE EXAMINATION</b><br><b>G.O.Ms.No.562(Ser-A Department, Dt:13.03.2019 and</b><br><b>G.O.Ms.No.33, G.A(Ser-A) Department, Dated:10.03.2023</b>                                                                                                                                                                                                                                                                                                                     |                                                         |                         |                            |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------|----------------------------|----------------------|
| Written Examination (Objective Type Conventional type Degree standard)                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |                         |                            |                      |
| <b>PAPERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Subject</b>                                          | <b>No. of Questions</b> | <b>Duration in Minutes</b> | <b>Maximum Marks</b> |
| <b>Paper-I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | General Studies & Mental Ability                        | 150                     | 150 Minutes                | 150                  |
| <b>Paper-II</b><br><b>(Conventional Type)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | Dictation in English Shorthand<br>150 Words Per Minute. | -                       | 05 Minutes                 | 150                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Transcription in Longhand                               | -                       | 90 Minutes                 |                      |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |                         |                            | <b>300</b>           |
| <p><b>Note:</b> 1. Shorthand (English) 150 words per minute. The examination is intended to test the candidates' capacity for accurate, verbatim, reproduction of a passage consisting of 750 words dictated at the rate of 150 words in 05 minutes.</p> <p>2. As per G.O.Ms. No.235 Finance (HR-1, Plg &amp; Policy) Dept, Dt: 06/12/2016, each wrong answer will be penalized with 1/3<sup>rd</sup> of the marks prescribed for the question in all objective type papers.</p> |                                                         |                         |                            |                      |

## **SYLLABUS**

### **GENERAL STUDIES AND MENTAL ABILITY**

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**

Shorthand (English) 150 words per minute. The examination is intended to test the candidate's capacity for accurate, verbatim, reproduction of a passage consisting of 750 words dictated at the rate of 150 words in 05 minutes.

**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 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 - Cantering 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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**SCHEME OF EXAMINATION TO THE POST OF TELUGU REPORTERS IN**  
**A.P. LEGISLATURE SERVICE**

**SCHEME OF THE EXAMINATION**

| <b>PAPER: WRITTEN EXAMINATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                         |                         |                            |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------|----------------------------|----------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Subject</b>                                                          | <b>No. of Questions</b> | <b>Duration in Minutes</b> | <b>Maximum Marks</b> |
| <b>Paper-I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | General Studies & Mental Ability<br>(Objective Type)<br>Degree standard | 150                     | 150<br>Minutes             | 150                  |
| <b>Paper-II<br/>(Conventional Type)</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | Dictation in Telugu Shorthand<br>80 Words Per Minute.                   | -                       | 10<br>Minutes              | 150                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Transcription in Longhand                                               | -                       | 150<br>Minutes             |                      |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                         |                         |                            | <b>300</b>           |
| <b>Note:</b> 1. Shorthand (Telugu) 80 words per minute. The examination is intended to test the candidates' capacity for accurate, verbatim, reproduction of a passage consisting of 800 words dictated at the rate of 80 words per minute.<br><br>2. As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, each wrong answer will be penalized with 1/3 <sup>rd</sup> of the marks prescribed for the question in all objective type papers. |                                                                         |                         |                            |                      |

**SYLLABUS**

**PAPER-I: GENERAL STUDIES AND MENTAL ABILITY**

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.

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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**

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**(CPT)**

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

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|-----------------------------------------------------------------------------------|-----------------------|------------------|--------------------------|-------|-------|
| Test                                                                              | Duration<br>(Minutes) | Maximum<br>Marks | Minimum 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**

**9. 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).

**10.COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).

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**12. 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.

**13. 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

**14. 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

**15. 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.

**16. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

## **PART – B**

**8. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Macintosh Apple Computer (MAC)OS.

**9. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.

**10. 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.

**11. 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.

**12. 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.

**13. 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 - Cantering 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.

**14. 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:

6. 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.)
7. Evaluating typing speed **(25% of Total Marks)**  
(This may be made mandatory for qualifying based on the norms existing)
8. Organizing and inserting different objects **(15% of Total Marks)**
9. 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)**
10. 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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