

Level 3 Skill Test

Date: 15th March 2020
Time: 2 Hours

Post Name: Junior Assistant
Maximum Marks: 100

Answer all the questions.

1. Design a flyer stating the facilities of your office/school/college/university using MS Word. Include graphs and images wherever it is required in the flyer. (A **flyer** is a form of paper advertisement typically one page back to back intended for wide distribution in a public place, handed out to individuals or sent through the mail.) Marks
20
2. Consider the following excel sheet (Table 1) that contains marks of the 20 students in a particular subject, and find the individual total mark, and overall total mark, mean and standard deviation of the subject and also generate the grades based on the criteria given in Table 2, using excel formulas and functions. 20

Table 1: A set of 20 students with their marks

Sl. No.	Roll. No.	Quiz 1	Quiz 2	Quiz 3
		25	25	50
1	901	17	3	21.5
2	902	22	7	26.5
3	903	22	16	39
4	904	23	13	39
5	905	19	9	24.5
6	906	16	7	19
7	907	21	6	34.5
8	908	19	7	25.5
9	909	22	16	35.5
10	910	20	6	26
11	911	20	4	22.5
12	912	17	2	21
13	913	23	19	43.5
14	914	16	7	23
15	915	17	11	22.5
16	916	19	8	35
17	917	17.5	6	23.5
18	918	14.5	4	28
19	919	19	6	35.5
20	920	17	14	24.5

Table 2: Range of grades