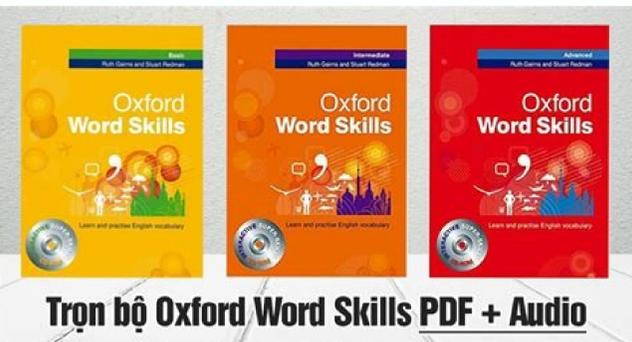


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Basic Computer Skills

This assessment is a tool to assist us in gauging your basic skills and aptitude using Microsoft Windows and Microsoft Office.

There is no scoring system against this test – you will not “pass” or “fail”.

You may take as long as you require to complete the assessment.

- Part 1 has multiple answers for each question. Please circle your answer in each question. If you do not know the answer for a particular question, please do not guess the answer, just leave the question unanswered.
- Part 2 is a practical test that will be observed. You may ask for assistance if you are unsure how to complete a task.

Part 1 – Multiple Choice

- How do you open a program such as Microsoft Word when there are no icons on the desktop?
 - Right-click to show all the desktop icons
 - Restart the computer
 - It is not possible to open a program without desktop icons
 - Click “Start” and select the program from the menu
- Which of the following is NOT a valid alignment option in Microsoft Word?
 - Centre
 - Justified
 - Decimal
- If you want to save a new copy of a document, which option would be best?
 - View → Track Changes
 - File → Save As
 - File → Save
- Which of the following are examples of Search Engines?
 - Word and Excel
 - Internet Explorer and Firefox
 - Google and Bing
- How do you properly turn off a computer?
 - Press CTRL + ALT + DELETE
 - Unplug the power or turn off the power point
 - Click “Shutdown” from the Start menu
- How do you copy text after highlighting it?
 - Right-click and select “Copy”
 - Go to the “Edit” menu and select “Copy”
 - Press CTRL + C on the keyboard
 - Any of the above will work

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The dream of working for the prestigious Indian Air Force is fulfilled by the aspirants by appearing for the Air Force Common Admission Test (AFCAT). The AFCAT takes place twice every year i.e. AFCAT 1 and AFCAT 2. Attempt AFCAT Free Mock Test here! The AFCAT recruitment is taking place for both Flying Branch and Ground (Non-Technical & Technical) branches. In order to prepare thoroughly for the said exam, the first step is to understand the syllabus topics. This article will not only focus on the section-wise syllabus but also on the subject wise syllabus for the AFCAT. The students can also refer to the exam pattern in this article. AFCAT Syllabus - AFCAT Written Test The written exam is broadly classified into two sections i.e. AFCAT written test and EKT (Engineering Knowledge Test). The AFCAT written test will judge the basic aptitude of the applicant through subjects like English, General Awareness, and Numerical Ability. The test will also judge the Military Aptitude of the candidate. The highest number of questions will be asked in this section, i.e. 100. The duration of this test will be 2 hours. To get the detailed AFCAT Salary and Job Profile, candidates can visit the linked article. AFCAT Syllabus - Engineering Knowledge Test This test will be given by only those candidates who will apply for Technical posts. In this section, questions will be specific to the stream of graduation like Computer Science, Mechanical, and Electrical & Electronics. The questions for this section will be asked from the core technical subjects of the mentioned branches. A total of 50 questions will be asked in this section. The syllabus for some general engineering topics is as follows: Engineering Mathematics Syllabus Matrix Algebra Eigenvalues and Eigenvectors Theorems of integral calculus Partial derivatives Maxima and minima Multiple integrals Stokes Gauss and Green's theorems First-order differential equation Cauchy's and Euler's equations Complex variables Taylor's and Laurent's series Sampling theorems Mean Median Mode and Standard deviation Random variables Discrete and Continuous distributions Fourier transform Laplace transform Z Transform Engineering Physics Syllabus Units for measurement Description of Motion in One, Two and Three dimensions Laws of Motion Work Energy and Power Rotational Motion Gravitation Heat and Thermodynamics Electrostatics Electric Current Magnetic Effect of Currents Magnetism Electromagnetic Induction and Electromagnetic Waves Ray Optics & Optical Instruments Engineering Drawing Syllabus Projection of straight line planes and solids Intersection of surfaces Isometric Projection Sectional Views of solids Full section Introduction to Computer-Aided Drafting For details on the AFCAT Exam Dates, refer to the linked article. AFCAT Syllabus - English The following are the topics that will be covered in the English section of the AFCAT written test. To get the detailed AFCAT Eligibility Criteria, candidates can visit the linked article. AFCAT Syllabus - General Awareness The standard of questions for general awareness will be as that of the Matriculation level. Candidates are expected to possess knowledge of the following topics. History Geography Civics Environment Defense Art Culture Basic Science Politics Current Affairs Sports For details on the AFCAT Preparation Tips, refer to the linked article. AFCAT Syllabus - Numerical Ability The level of difficulty for this section will be that of the Matriculation level and not from the graduation level, unlike other sections. Time and Work Simple Interest Profit & Loss Average Percentage Decimal Fraction Ratio & Proportion Time & Distance (Trains/Boats & Streams) For details on the AFCAT Apply Online Process, refer to the linked article. AFCAT Syllabus - Engineering Subjects The syllabus for the Engineering Knowledge Test will consist of important fundamental subjects from the concerned streams. Computer Science Engineering Electronics Engineering Mechanical Engineering Analog and Digital Electronics Switching Theory Information Technology Electronic Devices Computer Networks Network Theory Design Telecommunication Systems Microwave Engineering Antenna and Wave Propagation Radar Theory Instrumentation Electrical Engineering Control Engineering Analog and Digital Electronics Electrical Engineering Instrumentation Microwave Engineering Antenna and Wave Electronic Devices Control Engineering Telecommunication Systems Propagation Network Theory Design Switching Theory Information Technology Computer Networks Engineering Mechanics Fluid mechanics/Hydraulic Machines Thermodynamics Aircraft Structures Theory of Machines, Automotive Engineering Power Plant Engineering Industrial Engineering Manufacturing Science Materials Science Flight

Mechanics Aerodynamics To get the detailed AFCAT Books, candidates can visit the linked article. Best Books for AFCAT Exam The study material available for the examination may seem endless in the market. The candidates may feel confused, as they are not able to pick the correct ones. Rather than referring to a heap of books, candidates should refer only to a few most recommended ones. Few references are given below: Name of the Book Author Publisher Popular Master Guide, AFCAT - R. Gupta R Gupta Ramesh Publishing High School English Grammar and Composition Rao N.D.V.Prasada S.Chand Publishing SSB Interview: The Complete Guide - NK Natarajan NK Natarajan Unknown AFCAT: The first step DDE Unknown DDE-DEFENCE DIRECT EDUCATION Word Power Made Easy - Norman Lewis Norman Lewis Goyal Publishing AFCAT (Air Force Common Admission Test) - Arihant Experts Arihant Experts Arihant Publication Manorama Yearbook - Philip Mathew Philip Mathew Malayala Manorama AFCAT Preparation Tips Before you start your preparations for the AFCAT exam be sure that you read these easy tips that can help you prepare for the examination. These tips are quite basic and easy tricks which often aspirants fail to prioritize while preparing. Every aspirant should include the following tips in their preparation in order to crack the examination. Start reading the newspaper daily to check out the current affairs. Start practicing sectional questions as per the prescribed syllabus. Start preparing notes for important concepts & revise them regularly. Solve as many questions as you can from the reasoning section. Start learning & revising antonyms and synonyms for verbal proficiency. Try to solve a variety of questions along with learning new words. Solve previous years question papers to understand the exam trends. AFCAT 2022 Selection Procedure The AFCAT selection process involves multiple stages of testing including the AFCAT written examination and AFSB Testing. The candidates who are going to appear for the AFCAT exam should ensure that they are compatible with the different stages of the selection process involved in the AFCAT. Following are the major stages involved in the AFCAT selection procedure. AFCAT Online Written Examination Engineering Knowledge Test (EKT) for Technical Branch only Declaration of Written Result Air Force Selection Board (AFSB) Testing Physical & Medical Tests at a Designated Venue Declaration of Final Result & Merit List Chapter-Wise Weightage of Each Subject under AFCAT Syllabus The Chapter-Wise Weightage for Each Subject has been given in the tables below: Mathematics: The Chapter-Wise Weightage for Mathematics has been given in the table below: Join theAFCAT Online Coachingto boost your exam preparation. English: The Chapter-Wise Weightage for English has been given in the table below: For details on the AFCAT Physical Test, refer to the linked article. General Awareness: The Chapter-Wise Weightage for General Awareness has been given in the table below: Topic Number of questions Marks distribution Physics 1 - 2 3 - 6 Chemistry 1 - 2 Biology 1 - 2 Environment 1 - 2 Science Invention and Technology 1 3 Current Affairs 5 - 6 15 - 18 History Defence 1 - 2 3 - 6 Famous places & People 4 - 5 12 - 15 Awards and Honours 2 6 Fairs and Festivals Art & Culture Polity 1 - 2 Geography 4 - 5 Economy BOOKS AND AUTHORS 1 - 2 3 - 6 Sports 4 - 5 12 - 15 Summits and Conferences 1 3 To get the detailed AFCAT Admit Card, candidates can visit the linked article. Reasoning: The Chapter-Wise Weightage for Reasoning has been given in the table below: For details on the AFCAT Cut Off, refer to the linked article. AFCAT Exam Pattern The written examination will consist of two parts i.e AFCAT and EKT. The first section will consist of a total of 100 questions while the second part will have 50 questions. Three marks will be awarded for the correct answer and negative one mark or every incorrect question. The detailed AFCAT Exam Pattern is as follows. Exam Parts Duration Total Questions Max. Marks AFCAT General Awareness, Reasoning, Verbal Ability, Numerical Ability, and Military Aptitude Test 120 minutes 100 300 Engg. Knowledge Test Mechanical/Electrical & Electronics/Computer Science 45 Minutes 50 150 To get the detailed AFCAT Previous Year Paper, candidates can visit the linked article. Hopefully, this article on the AFCAT syllabus and exam pattern was helpful. Now since the candidates are aware of each topic of the syllabus for every subject, they must not waste time and start preparing for the AFCAT examination. If the candidates are not able to find proper study material and study notes, the candidates can download the Testbook App and make the best use of courses and test series available on Testbook. CBSE has released the rationalised syllabus for Class 10 for the academic session 2022-2023. The board has cut down the syllabus by dropping many important topics from Social Science. Download the subject-wise curriculum in PDF here. CBSE Class 10 Syllabus 2022-2023 CBSE Class 10 Syllabus 2022-2023; The Central Board of Secondary Education (CBSE) released the Class 10 syllabus for the academic year 2022-23 according to the annual scheme of assessment. The board released the rationalised syllabus for all subjects of class 10. CBSE has reduced the syllabus by 30% by deleting some noted chapters and topics from the major subjects. Initially, the board had not released the syllabus of Punjabi language but now it is available on the board's website. Class 10 students of the CBSE Board must go through the latest syllabus to study only the prescribed content and prepare for the annual exams in the right way. Also Read| Check CBSE Class 10 Maths Deleted Part of Syllabus for Board Exam 2023 Check CBSE Class 10 Science Deleted Part of Syllabus for Board Exam 2023 List of Deleted Chapters/Topics in NCERT Books for Class 10 (All Subjects) Students may download the subject-wise curriculum in PDF for all major and additional subjects from the links mentioned in the table below: Also Check: New* List of Chapters/Topics Deleted from NCERT Class 10 Books NCERT Books for Class 10 All Subjects (Latest Rationalised Books) NCERT Solutions for Class 10 All Subjects Board Eliminates Major Topics from Syllabus Among the topics removed from the CBSE Class 10 Syllabus 2022-23, major ones include democracy and diversity, Mughal courts, and poems by Faiz Ahmed Faiz from the syllabus. Chapters on Popular Struggle Movement and Challenges to Democracy have also been removed. When asked for these alterations, the board said that its decision of reducing the syllabus is in alignment with recommendations from the National Council of Educational Research and Training. Thus, students must follow the latest edition of NCERT Books for Class 10 to study the appropriate content for the CBSE Class 10 Board Exam 2022-23 preparations. Also Read: CBSE Class 10, 12 Syllabus 2022-23 Released: Board Ends Two Terms System - Download Subject-Wise Curriculum Now!

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