

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA
BRIEF NOTIFICATION NO.19/2026, Dated: 15/09/2026
DIRECT RECRUITMENT TO THE POST OF HORTICULTURE OFFICER IN
A.P. HORTICULTURE SERVICE.
(GENERAL RECRUITMENT)

1. Applications are invited online through the Commission's Website <https://psc.ap.gov.in> from eligible candidates **from 06/10/2026 to 27/10/2026 up to 11:59 P.M** for Recruitment to the post of Horticulture Officer in A.P. Horticulture 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.

Name of the Post	No. of vacancies	Scale of pay Rs
Horticulture Officer in A.P. Horticulture Service.	37	54,060 – 1,40,540/-

3. Educational Qualification:

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

Must possess Four year B.Sc. Degree / B.Sc. (Hons) Degree in Horticulture of a recognized University in the State or any other University accredited by the Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare, Government of India, New Delhi.

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 **06/10/2026**.

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 date 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 FOR THE POST OF HORTICULTURE
OFFICER IN A.P. HORTICULTURE SERVICE**

SCHEME FOR EXAMINATION

(As per G.O RT. No. 2494, G.A. (Ser.A) Department, Dated:
28/11/2018)

WRITTEN EXAMINATION (OBJECTIVE TYPE)- (Degree standard)				
PAPER	Subject	No. of Questions	Duration Minutes	Maximum Marks
Qualifying Test	General English (50 marks) & General Telugu (50 marks) (To be Qualified in English & Telugu individually) (SSC Standard)	100	100	100
PAPER-I	General Studies & Mental Ability	150	150	150
PAPER-II	Horticulture-I	150	150	150
PAPER-III	Horticulture-II	150	150	150
TOTAL				450
<u>NEGATIVE MARKS:</u> 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.				

SYLLABUS

QUALIFYING TEST

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

English

- a) Comprehension
- b) Usage and idiom
- c) Vocabulary and punctuation
- d) Logical re-arrangement of sentences

Telugu

- a) Synonyms & Vocabulary
- b) Grammar
- c) Telugu to English meanings
- d) English to Telugu meanings

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.
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

HORTICULTURE-I

1. FRUIT CROPS

Area, production, importance, uses, origin, distribution, botany, classification of varieties, use of rootstocks, high density planting, climate, soils, planting methods, training and pruning, nutrition, bahar treatment, irrigation scheduling, intercrops, weed control, problems in orchard management, flowering, fruit set, seedlessness irregular bearing, problems in fruit set, harvesting indices, harvesting, preharvest treatments, use of growth regulators, yield, grading, packing for internal and export markets, ripening methods and storage in respect of mango, banana, citrus, grape, pineapple, guava, papaya and sapota. Physiological disorders in fruit crops.

2. VEGETABLE CROPS

Importance of vegetables in human diet and national economy. Detailed study regarding origin and distribution, area and production, importance, nutritive value, botany, varieties, soil and climatic requirements, seed treatment, seed sowing/nursery raising, transplanting, nutrition, irrigation, intercultural operations, physiological disorders, harvest indices, harvesting, post harvest handling, curing, storage and usage of plant growth regulators in vegetable crops like tomato, brinjal, chillies, sweet pepper, potato, okra, cucurbitaceous crops like cucumber, pumpkin, ridge gourd, snake gourd, bitter gourd, bottle gourd, melons like water melon and muskmelon, leguminous vegetables like cluster bean, French bean, dolichos bean, pea and broad bean, cole crops like cabbage, cauliflower and knolkhol, root crops like radish, carrot, beetroot and turnip, bulb crops like onion and garlic, tuber crops like sweet potato, tapioca, amorphophallus, colacasia, dioscorea and yam, leafy vegetables like amaranthus, palak, Roselle, perennial vegetables like drumstick, coccinia and murraya.

3. COMMERCIAL FLORICULTURE, ORNAMENTAL GARDENING AND LANDSCAPE ARCHITECTURE

Area, production, importance, uses, origin, distribution, classification of varieties, propagation, environmental factors affecting growth and flowering, soils, nutrition, irrigation, weeding, special techniques of production such

as controlling growth and production of flowers, use of growth regulators, harvesting, postharvest handling, extension of shelf life of flowers of commercial flower crops such as rose, chrysanthemum, jasmine, carnations, gladiolus, anthurium, tuberose, china aster, marigold, crossandra and gerbera.

Need for bioaesthetic planning, places suitable for bioaesthetic planning-towns, cities, villages, schools, temples, road side, parks, ghats of rivers and canals, platforms, railway lines, public and private buildings, institutes and places of worship. Ornamental trees, shrubs climbers, cacti, succulents used in bioaesthetic or landscape gardening. Principles of garden designs, types of gardens-japanese, English and Moghul gardens. Various features of gardens such as paths, garden walls, fencing, steps, edges, hedges, arches, pergolas, shrubbery, topiary, rockery, flower beds, lawns, fountains, statues, water garden, conservatory and glass or greenhouse. Indoor plants, and their management.

Flower arrangement – principles, styles, containers and holding solutions.

Bonsai – culture and art of making.

4. MEDICINAL, AROMATIC, SPICES, CONDIMENT AND PLANTATION CROPS

Origin, importance, export potential, varieties, climate, soil requirements, propagation and planting and after care, mulching, irrigation, training, pruning, harvesting, yield and post harvest handling, curing and processing practices, storage methods, and distillation of essential oils of the following crops.

Medicinal Plants

Aloe, amla(aonla), stevia, ashwagandha, dioscorea, opium poppy, sarpagandha, steroids bearing solanum, Phyllanthus amarus, chakramani, madhunasaini, sweet flag, Catharanthus, roseus, isabgol, fox glove, belladonna, senna, tinospora, annatto, coleus, safed musli and asparagus.

Aromatic Crops

Citronella, lemon grass, palmarosa, vetiver, geranium, davana, mints, lavender and vanilla.

Spices and condiments

Turmeric, ginger, coriander, fenugreek, cardamom, pepper, cinnamon, clove, nutmeg and cumin.

Plantation Crops

Coconut, cashewnut, oil palm, betelvine, coffee, tea, cacao, arecanut and rubber.

5. DRYLAND HORTICULTURE AND WATERSHED MANAGEMENT

Dryland horticulture farming, introduction, definition, dry climate and their classifications with reference to India in general and Andhra Pradesh in particular. Importance of horticultural crops in dryland, yield potential of agriculture and horticultural crops in drylands. Fruits and vegetables crops suitable for dryland farming. Adaptive features of dryland fruit crops for drought and salinity.

Watershed management, objectives, approaches, steps in watershed development planning, land use capability, classification, soil and rain water conservation, water harvesting measures in watershed area. Problems and prospects under water shed. Alternate water use system.

Cultural practices like planting, training, pruning, nutrition and water management and harvesting of important dry land fruits viz., ber, pomegranate, custard apple, phalsa, fig, aonla, jamun and tamarind.

6. Post Harvest Management of Horticultural Crops

Importance of post harvest technology in Horticultural crops. Maturity indices, harvesting, handling, grading of fruits, vegetables, cut flowers, plantation crops, medicinal and aromatic plants. Pre-harvest factors affecting quality, factors responsible for deterioration of horticultural produce, physiological and biochemical changes, hardening and delaying ripening process. Post harvest treatments of horticultural crops. Quality parameters and specifications.

Structure of fruits, vegetables and cut flowers related to physiological changes after harvest. Methods of storage for local market and export, packaging methods and types of packages, recent advances in packaging. Types of containers and cushioning materials, vacuum packaging, cold storage, poly shrink packaging, grape guard packing treatments. Modes of transport.

7. PRESERVATION OF FRUITS AND VEGETABLES

Importance and scope of fruit and vegetable preservation in India. Principles of preservation by heat, low temperature, chemicals and various methods of preservation Selection of site for processing, processing unit layout and precautions for hygienic conditions of the unit. Preservation of fruits and vegetables through canning, bottling, freezing, dehydration, drying, sugar, chemicals, salts, vinegar, ultraviolet and ionizing radiations.

Micro-organisms associated with spoilage of fruit and vegetable products. Spoilage of canned products-hydrogen swell, flipper, dent, leaker etc., Biochemical changes associated with spoilage of fruit and vegetable products. Preservatives and colours permitted and prohibited in India.

8. FARM POWER AND MACHINERY

Farm power in A.P and India – Sources, I.C engines, classification, Tractors – Types and uses, selection of tractor and cost of tractor power. Electric motors – types,

Tillage implements – primary secondary tillage drawn implements. Seed cum fertilizer drills, planters. Grafting and pruning tools and equipment. Implements, tools and equipment for intercultural operations. Plants protection equipment – harvesting equipment – soil conservation equipment.

Different kinds of equipments used in processing. Preparation of jams, jellies, marmalades, candies, crystallized and glazed fruits, preserves, chutneys, pickles, ketchup, sauce, puree, syrups, juices, squashes and cordials.

Government policy on import and export of processed fruits, food laws. Quality control of processed products.

9. GREENHOUSE MANAGEMENT OF HORTICULTURAL CROPS

Importance, uses, scope and production of horticultural crops in greenhouse. Status and development of greenhouse production of horticultural crops in the world and India. Development, constraints, research needs and future of protected culture of horticultural crops in India and A.P. Points to be considered before establishing a greenhouse. Types of greenhouses, classification of greenhouses based on the shapes, material used, utility and cladding material used. Size and arrangement of greenhouses and characteristics of various greenhouse cladding materials, greenhouse benches etc.,

Management of light, temperature (greenhouse heating and cooling), CO₂ and relative humidity inside the greenhouse.

Various types of growing media used and their suitability for different horticultural crops. Preparation of growing media and its pasteurization. Management of nutrients through fertigation.

Detailed production technology in respect of tomato, cucumber, rose, carnation, gerbera, chrysanthemum and anthurium under greenhouse/polyhouse.

PAPER-III

HORTICULTURE-II

1. FUNDAMENTALS OF HORTICULTURE:

Definition, importance of horticulture in terms of economy, production, and employment generation. Nutritional value of horticultural crops. Divisions of horticulture and their importance. Horticultural stations in Andhra Pradesh. Horticultural zones of India and Andhra Pradesh.

Temperature, light, humidity, rainfall and soil requirements for horticultural crops. Selection of site for establishing an orchard, orchard plan, systems of planting and establishment of an orchard. Importance, scope and practicing of organic farming in horticultural crop production. Soil and climate for horticultural crops. Vegetable gardens – nutrition and kitchen gardens and other types of gardens.

Nutrition of horticultural crops – assessment of nutritional requirements based on soil, tissue analysis, and field experiments. Identification of deficiency symptoms of various nutrients and methods of nutrient application. Assessment of irrigation requirements for different horticultural crops and different methods of irrigation. Pruning and training, their objectives and methods. Pollination and fruit set, problems and requirements, flower and fruit drop, stages, causes and remedial measures. Fruit thinning, objectives, advantages and disadvantages. Unfruitfulness, reasons and remedial measures. Use of growth regulators in horticulture. Cropping systems, intercropping, multi-tier cropping, mulching, bearing habits, factors influencing the fruitfulness and unfruitfulness. Rejuvenation of old orchards, top working, frame working.

2. PLANT PROPAGATION AND NURSERY MANAGEMENT:

Introduction, principles and classification of plant propagation methods. Selection of site for commercial nursery. Ecological and economic factors. Plant propagation structures, containers and media.

Sexual propagation and its importance. Seed dormancy, Seed germination, process of seed germination. Factors affecting seed germination and pre-germination treatments and viability tests.

Asexual (vegetative) propagation and its importance. Various methods of Asexual (vegetative) propagation like cuttage, layerage, budding, grafting and factors responsible for their success. Different types among cuttage, layerage, budding, grafting methods followed in propagation of

different horticultural crops. Role of root stocks, selection and maintenance of mother trees (scion bank), scion – stock relationships, bud wood certification, propagation through specialized structures. Nursery registration act.

Importance of micro propagation of plants. Types of aseptic cultures. Types of media, preparation of media and inoculation of explants, establishment, sub culture and rooting of explants.

3. PLANT PHYSIOLOGY:

Physiological changes during seed development, germination and seed dormancy. Seed viability and seed vigour. Photosynthesis – importance, factors affecting photosynthesis. Light and dark reactions – C3, C4 and CAM pathways. Significance and differences. Photo-respiration and its significance. Respiration and its significance.

Nomenclature and classification of plant growth substances. History, occurrence, distribution, mode of action, movement, mechanism and function of auxins, gibberellins, cytokinins, ethylene, inhibitors, retardants, phenolic substances and morphactins.

Role of plant growth regulators in plant propagation, seed and bud dormancy, juvenility, maturity and senescence, flowering, pollination, fruitset including parthenocarpy, fruit growth, fruit drop and fruit ripening (climacteric and non-climacteric) and fruit colour development, tuber and bulb formation and sex expression and extension of shelf life in fruits, vegetables and flowers.

4. ENTOMOLOGY:

Commonly occurring pests in horticultural crops – distribution, host range, nature of damage, symptoms and control measures. Life cycle of insect pests, nematodes etc., Integrated pest management.

5. PATHOLOGY:

Commonly occurring diseases in horticultural crops – host range, etiology, symptoms and control measures. Life cycle

of bacteria, fungal parasites, viruses etc., Integrated disease management.

6. SOIL SCIENCE:

Soil texture – classes. Soil structure – classification. Soil PH, importance of soil PH on nutrient availability. Soil organic matter – sources, humus formation, C:N ratio and its importance.

Soil fertility and productivity. Essential and beneficial elements, criteria of essentiality. Primary secondary, micronutrients and their functions, deficiency symptoms, occurrence in horticultural crops, corrective measures. Factors affecting their availability.

Classification of manures and fertilizers and their differences. Commercial fertilizers, simple, compound and complex fertilizers, fertilizers mixtures. Biofertilizers. Integrated nutrient management for horticultural crops. Fertilizer control order.

7. INTRODUCTORY AGRO FORESTRY :

Agro forestry-introduction, status of Indian forests, role in Indian Farming Systems. Definition-Branches of Forestry. Principles and practices, classification of Agro forestry systems-inter cropping-Home garden-Types of coconut based cropping system-planning for Agro forestry-constraints, diagnosis and design methodology, selection of tree species for agro forestry. Agro forestry projects-national, overseas, MPTs – their management practices economics of cultivation – Sisso, Acacia catechu, A.nilotica (Babul),Bez(Z. mauritiana). Grewia, Subabul, Tamarind, Eucalyptus, Teak, Casuarina, Red sander, Neem, Soapnut, Aonla, Morus, Bamboo, bio diesel trees-Jatropha, Pongamia, Simarouba. Distinction between agro forestry and social forestry-objectives, scope of social forestry. Hortipastoral system – pastures suitable under dry land condition.

8. EXTENSION EDUCATION:

Formal and informal education. Teaching – learning process, principles of learning. Commutation – components. Classification of Audio – visual aids.

Transfer of technology programmers – KVK, TAR - IVLP, ATIC, NHM, APMIP, DWCRA, ANTWA, DAATC. Extension reforms – ATMA, SREP, PRA, different tools of PRA.

9. ORGANIC FARMING IN HORTICULTURAL CROPS :

Introduction, concept, relevance in present context, Organic production requirements, Biological intensive nutrient management-Organic manures, vermicomposting, green manuring, compost pits, recycling of organic residues, bio-fertilizers, soil improvement and amendments: Integrated diseases and pest management use of biocontrol agents, biopesticides, pheromones, trap crops bird perches, weed management. Quality considerations, certification, labelling and accreditation processors, marketing, exports. International and National Policies in promotion of Organic farming.

SCHEME & SYLLABUS OF EXAMINATION 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)

Scheme of the examination (Practical Type)					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST	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/Media Access Control Address (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/s/Linux/ Maa 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/s/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)
