

2016

EVENT II

Computer Awareness Competition 2016

All India Police Duty Meet, Event - II (Office Automation) is comprised of Microsoft Word and Microsoft Excel. It is a practical test involving Text Entry, Word features like mail merge, creating of table and apply formulas in Excel and preparation of different types of graph & printing.

60th All India Police Duty Meet

Name:

Rank:

State/UT/CPO:

60th All Indian Police Duty Meet
National Crime Records Bureau
21th December 2016



Questions

Total Marks – 100

1. Create Table 5.1 using Microsoft Excel and its features. See "Annexure A" for details.

Max Marks – 25

2. Create Mix Chart (including Pie, Column & Line) using Table 5.1 in Microsoft Excel. See "Annexure B" for details.

Max Marks – 25

3. Create Recipient List in Microsoft Word. See "Annexure C" for details.

Max Marks – 10

4. Create Word Document (Annexure D) having Linked Table 5.1 & Mix Chart from Microsoft Excel and perform mail merge to the recipient list.

Max Marks – 40

Instructions

Following four files needs to be created

- One excel file for Table 5.1 & Mix Chart on different Sheets. Excel file name should be "State/UT/CPO_CandidateName".
- Two word files one for Mail Merge and other for Recipient List. Word file name should be "State/UT/CPO_CandidateName_MailMerge" and "State/UT/CPO_CandidateName_RecipientList"
- Print all Mail Merge output in PDF printer. PDF file name should be "State/UT/CPO_CandidateName_Output"
- All files should be saved on Desktop in "State/UT/CPO_CandidateName" folder

Important Notes for Annexure D:

1. Excel Table 5.1 & Mix Chart should be linked with Excel file so that in case any changes are made to Table 5.1 they must be reflected in word document as well.
2. The important instructions are mentioned in the indicating relevant Boxes.

Annexure A

Create Table 5.1 on separate Excel Sheet using suitable MS-EXCEL Formulae and formatting features

- **NOTE: Refer Annexure D for Table 5.1**

Formatting Instructions for the Table 5.1:

- First Row : Font Calibri 16pt, Bold, Merge & Center Aligned along the table
- Second Row: Font Calibri 12pt, Bold, Top & Center Align
- Third to Ninth Row: Font Calibri 11pt
- Tenth Row: Font Calibri 11pt, Bold, Merge & left Aligned
- Eleventh Row: Font Calibri 11pt, Bold, Merge & left Aligned along the table
- Col7, Col8 and Col9 should be in Gray Background
- Table should be bordered across all the rows and columns

Calculate the following using formulas for the Table 5.1:

- Calculate the SUM of col3 to col6 as "Total" in col7.
- Calculate the percentage of "Illiterate" as "Percentage of Illiterates" in col8.
- Calculate the percentage of "Above X and up to Post Graduate" as "Percentage of Above X & up to Post Graduate" in col9.
- Calculate total no of States having illiterate convicts below 2000.
- Calculate average no. of Literate convicts.

Annexure B

Create Mix Chart on separate Excel Sheet with reference to table 5.1.

- Chart should be constituted with "State/UT", "Total", "Percentage of Illiterate", "Percentage of Above X & up to Post Graduate".
- Chart Title: "Demographic Profile of Convicts at the end of 2014" should be in font Calibri 18pt, Bold.
- Chart type for "Total": Pie chart with 10% Pie Explosion. (Hint: The gap between the each piece of the Pie chart is termed as Pie explosion).
- Chart type for "Percentage of Illiterate": Column.
- Chart type for "Percentage of Above X & up to Post Graduate": Line.
- Data Label for Pie Chart should be "Inside end", font 10pt bold.
- Data Label for Column graph should be "Center", font Calibri 10pt.
- The color of Column Chart and Pie Chart should be match with respect to State/UT Name.
- Range of vertical axis (minimum 0.0 and maximum 90.0).

Annexure C

Create following Microsoft word document of Recipients List for Mail Merge.

- Document in “Annexure D” should be mail merge to only those recipients having Total Convicts below 25.

STATE/UT	Name	Address	Phone No.	Total Convicts
UTTAR PRADESH	Shri. Pradeep Kumar Yadav, IPS, SP	DGP HQ, FSL Building, Near Wireless, Lucknow, UP	0522-2335200	29.11679574
MADHYA PRADESH	Sanjay V Mane ADG, SCRB	State Crime Records Bureau, Police Headquaters, Jehangirabad, Bhopal (MP)	0755-2443210	30.11470037
PUNJAB	Shri. B.K. Bawa, IPS, IGP/SCRB, Punjab	Room No. 608, 6th Floor, Punjab Police Headquarters, Sec-9, Chandigarh.	0172-2748100-08	77.54914885
WEST BENGAL	Shri. D.P. Tarenia, DGP/IGP	State Crime Records Bureau, ArakshaBhawan, DJ Block, Sector-II, Salt Lake City, Kolkata-91	033-2358-8004	41.99962832
CHHATTISGARH	Shri. R. C. Shrivastava	Police Headquarter, Raipur	0771-2211400	34.23700391
MAHARASHTRA	Shri. Sanjeev Kumar Singhal	Spl. IGP, SCRB, Maharashtra Police, 1st floor, CID Headquarters, Pashan Road, Chavan Nagar, Pune - 4110038	020-25638445	19.15699142
HARYANA	Shri. K.K. Mishra, IPS	Director, State Crime Record Bureau (SCRB), Haryana, Madhuban, Karnal, Haryana	0184-2380102	24.77052015



Chapter – 5

Title Style

Demographic Profile of Prison Inmates

Heading1 Style

To

«Name»

«Address»

«STATEUT»

«Phone_No»

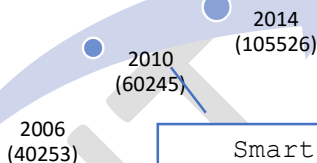
Mail Merge
Field: Calibri,
12pt, Bold. See
Annexure C

Height: 2",
Width: 1.86"

Two equal width Columns

An analysis of the prison inmates has been undertaken in this chapter on the basis of their education, religion, caste and domicile. The total no of convicts over the last 10 year has been increased as shown in table 5.0. The trend of total no. of convicts in last three years has been depicted in fig. 5.0.

A total of 23,386 convicts out of 81,172 convicts lodged in various jails in the country were reported as illiterate and 33,971 were educated below class X standard. These two categories accounted for 28.81% and 41.85% respectively which together constitute 70.66% of the total convicts.



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Demographic Profile of Convicts at the end of 2014

S. No.	STATE/UT	Illiterate	Below Class X	Above X and up to Post Graduate	Holding Tech. Degree /Diploma	Total	Percentage of Illiterate	Percentage of "Above X & up to Post Graduate"
1	UTTAR PRADESH	7444	10314	7631	177	25566	29.12	29.85
2	MADHYA PRADESH	5146	8414	3443	85	17088	30.11	20.15
3	PUNJAB	2706	2542	4978	314	10540	25.67	47.23
4	WEST BENGAL	2260	2338	757	26	5381	42.00	14.07
5	CHHATTISGARH	2450	3081	1564	61	7156	34.24	21.86
6	MAHARASHTRA	1518	4228	2138	40	7924	19.16	26.98
7	HARYANA	1862	3054	2564	37	7517	24.77	34.11
Total no of State having illiterate convicts <2000:					Average no. of Literate convicts			

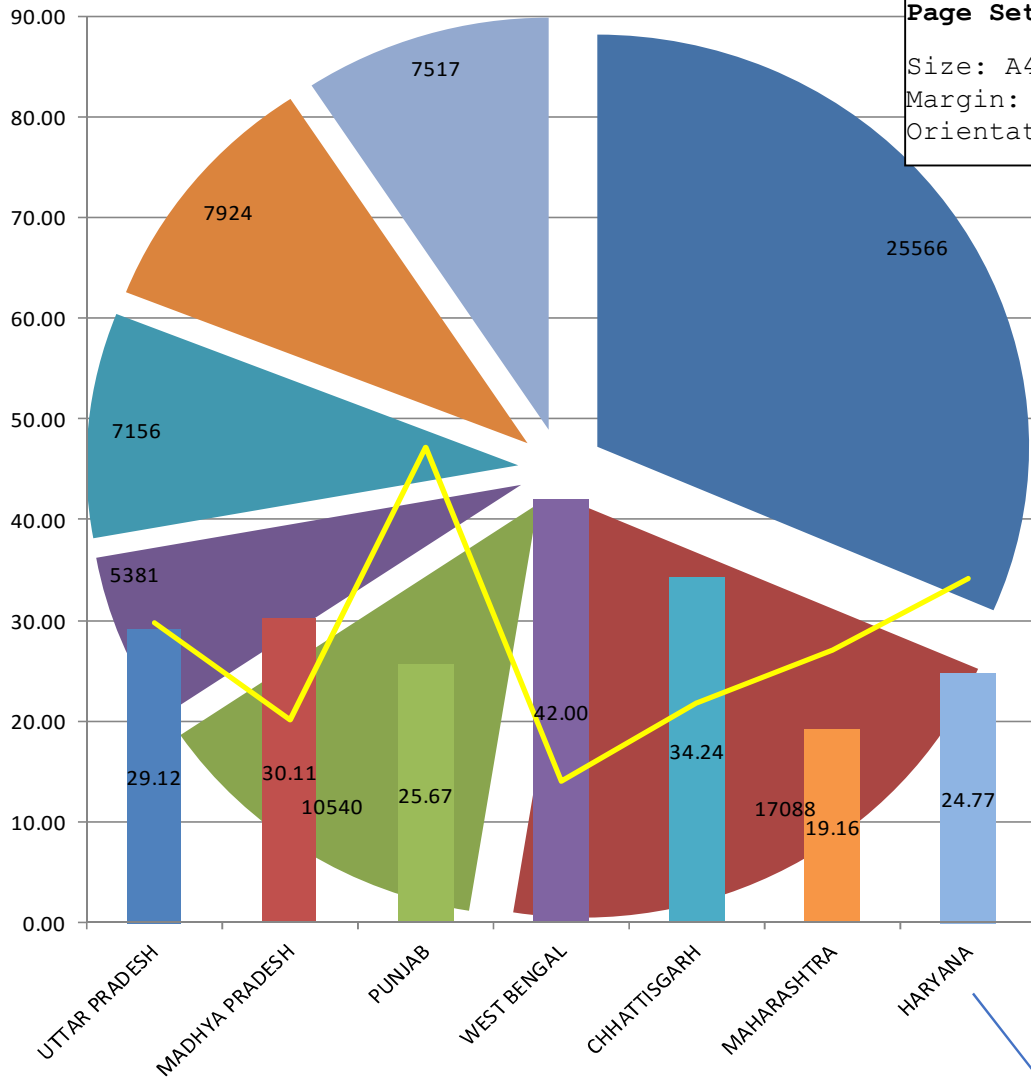
Table 5.1

See Annexure A for more detail

Uttar Pradesh (7,444), Madhya Pradesh (5,146), Punjab (2,706), Chhattisgarh (2,450) and West Bengal (2,260) have together accounted for 56.8% of the total illiterate convicts (20,006 out of 35,202). 51.5% of convicted inmates having education of below class X th were lodged in five States viz. Uttar Pradesh (10,314), Madhya Pradesh (8,414), Maharashtra (4,228), Chhattisgarh (3,081) and Haryana (3,054).

Uttar Pradesh had reported the highest number of graduate convicts (1,522) followed by Punjab (1,226), Madhya Pradesh (614) and Tamil Nadu (487) and Haryana (410). The highest number of post graduate convicts were also reported from Uttar Pradesh (539) followed by Punjab (374) and Madhya Pradesh (226) (Table 5.1).

Demographic Profile of Convicts at the end of 2014



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 Margin: Narrow,
 Orientation: Portrait

See Annexure B for more detail