

Evaluation Sheet for EVENT - II		State/UT/CPO:	Candidate Name :	Marks Obtain:
Question 1		Max Marks: 25, Create Table 1.1 using Microsoft Excel and its features.		
Sno	Max Marks	Marks Obtain	Criteria	
1	3		Import/ Copy Table 1.1 with accurate records without formatting	
2	1		First Row : Font Calibri Light, Bold, 18pt , Merge & Center across the Table	
3	2		Second Row: Font Calibri, Bold, 15pt , Merge three Column as "Number of Children (%)" and next three column as "Number of Children (in 100's)" and Align Text Right of both. Last column "Activities" Align Text	
4	1		Third Row: Font Calibri, Bold, 13pt , Align Text Right	
5	1		Fourth to Nineth Rows: Font Calibri,11pt , Align Text Right except "Activities" column as Align Text Center	
6	1		Tenth Row: Font Calibri, Bold, 11pt , Align Text Right	
7	1		Eleventh Row: Font Calibri, Bold, 11pt , Merge & Align Text Right across the Table except "Activities" column	
8	1		Twelfth Row: Font Calibri, Bold, 11pt , Merge & Align Text Right across the Table except "Activities" column	
9	2		Border Lines as shown in the Table	
10	1		Calculate the Sum of Boys & Girls as "Total" Columns as shown in Table	
11	1		Calculate the Sum of all Number Columns in Tenth Row	
12	5		Calculate the 2nd highest value of Girls (Col 2) except "Children neither at work nor at school"	
13	5		Using Formula Find and Display the name of that activity which was the result of 3rd instruction	
Total	25	0	Note: Deduct 1 Mark if user has 3 mistakes in formatting instructions.	
Question 2		Max Marks: 25, Create Mix Chart with reference to Table 1.1.		
Sno	Max Marks	Marks Obtain	Criteria	
1	3		Import/ Copy Table 1.2 with accurate records without formatting	
2	2		Create a chart for age group 10-14 from the Table 1.2	
3	3		Chart should contain the columns: Year, Economic Activities, Domestic Duty, Tailoring, Attending School	
4	1		Chart Title: "Distribution of (per 1000) persons by activity for the age group 10-14", Font: Calibri, Bold, 18pt	
5	3		Chart should be Line Type for the year 2009-10	
6	3		Chart should be Column Type for the year 2004-05, 2010-11	
7	2		Legend for the year should be placed at bottom	
8	1		Put the marker of Diamond type (as Shown) with size 10 on Line Chart	
9	4		Axis Type for the line Chart: Secondary, Color Red, Font: Bold, Minimum Unit should be 100 and separated by 100 intervals	
10	3		Axis Type for the column Chart: Primary, Minimum Unit should be 5 and separated by 5 intervals	

Total	25	0	Note: Deduct 1 Mark if user has 3 mistakes in formatting instructions.
Question 3		Max Marks: 50, Create Word Document (Annexure C) and perform TOC	
Sno	Max Marks	Marks Obtain	Criteria
1	3		Page No Style: Page X and should start from second page
2	2		Page Size, Margin & Orientation
3	3		Footer should Start from Second Page and Footer Text: EVENT-II, 61st All India Police Duty Meet 2018, Chennai, Tamilnadu.
4	5		Type : Reference
5	10		Table of Contents should be created automatically by word feature
6	2		Title style
7	2		Sub Title (Calibri 11pt , Italic , Center Align)
8	5		Shape with exact size (H:5.63 - 14.3 cm, W:6.52 - 16.56 cm)
9	3		Text in Shape : Font color: White Shape Fill Color: Blue Accent 1 Running Text: Font Calibri 12pt
10	5		Import/Copy Running text in the sheet (Font: Calibri ,Size 11pt)
11	1		Caption: Table 1.1, Tabl2 1.3 and Chart 1.1
12	3		Insert with link of Table 1.1 (One mark for insert and two marks for link)
13	3		Insert with link of Table 1.2 (One mark for insert and two marks for link)
14	3		Insert with link of Chart 1.1 (One mark for insert and two marks for link)
Total	50	0	Note: Deduct 1 Mark if user has 3 mistakes in formatting instructions.
Q No.	Total Marks	Marks Obtained	
1	25		
2	25		
3	50		
Final Marks	100		

Evaluated By :

Examiner 1

Examiner 2

