

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

No. 42/164/2008-3GS-II

From

The Chief Secretary to Government Haryana

To

1. All the Administrative Secretaries in Haryana State.
2. All the Head of Departments in Haryana State.
3. All the MDs/CAs/CEOs of Boards/Corporations in Haryana State.
4. All the Divisional Commissioners in the Haryana State.
5. All the Deputy Commissioners in the Haryana State.
6. All the Registrars of Universities in Haryana State.

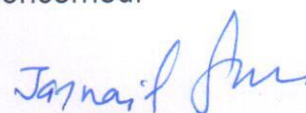
Dated Chandigarh, the 27th November, 2017.

Subject: Syllabus for State Eligibility Test in Computer Appreciation & Applications (SETC) Test.

Sir/Madam

I am directed to refer to this Department's instructions issued vide number 42/164/2008-3GS-II dated 07.11.2013 vide which type test was substituted with State Eligibility Test in Computer Appreciation & Applications (SETC) as a part of service requirements for Clerks, Steno-Typist etc. who have been appointed by direct recruitment or by promotion. HARTRON was authorized to conduct the test of the employees covered under these instructions and syllabus is introduction to Computer & Windows, Word Processing, Spread-Sheet, Power-point, Internet Browsing & E-mail. Detailed Syllabus is attached alongwith.

These instructions may be brought to the notice of all concerned.



Under Secretary

for Chief Secretary to Government, Haryana 

Endst. No. 42/164/2008-3GS-II

Dated:- Chandigarh, the 27.11.2017

A copy is forwarded to the Managing Director, HARTRON for information and necessary action.



Under Secretary

for Chief Secretary to Government, Haryana.

SETC SYLLABUS 2017**Introduction to Computer**

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
 - 1.3.1 Advantage/Disadvantage of Computer
 - 1.3.2 History of Computer
 - 1.3.3 Generation of Computer
 - 1.3.4 Basic applications of computer
 - 1.3.5 Entertainment
 - 1.3.6 e-governance
- 1.4 Components of Computer System
 - 1.4.1 Central Processing Unit (CPU)
 - 1.4.2 VDU
 - 1.4.3 Keyboard and Mouse
 - 1.4.4 Other input/output Devices
 - 1.4.5 Computer Organization
 - 1.4.6 Computer Memory – Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
 - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.5.2 Use of Mouse
 - 1.5.3 Working with left Mouse Button
 - 1.5.4 Working with right Mouse Button
 - 1.5.5 Checking Power Supply
- 1.6 Concepts of Hardware and Software
 - 1.6.1 Hardware
 - 1.6.2 Software
 - 1.6.2.1 Application software
 - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
 - 1.7.1 Representation of data/Information concepts of data Processing
 - 1.7.2 Data and Information

1.7.3 Storage of Data/Information as files

Introduction to Windows

- 2.1 Introduction
- 2.2 Objective
- 2.3 Operating System
 - 2.3.1 What is Operating System
 - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
 - 2.4.1 User Interface
 - 2.4.2 Using Mouse and Moving Icons on the screen
 - 2.4.3 My Computer
 - 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
 - 2.4.5 Taskbar
 - 2.4.6 Status Bar
 - 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
 - 2.5.1 Running an Application
 - 2.5.2 Windows Explorer
 - 2.5.3 Creating, Deleting and Renaming of files and folders
 - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
 - 2.6.1 Control Panels
 - 2.6.2 Wall Papers and Screen Savers
 - 2.6.3 Setting the date and Sound etc.
 - 2.6.4 Using Help
 - 2.6.5 Display Properties
- 2.7 Advanced Windows
 - 2.7.1 Using Right Mouse Button
 - 2.7.2 Creating short cuts
 - 2.7.3 Basics of window set up
 - 2.7.4 Notepad
 - 2.7.5 Window Accessories
- 2.8 Using Multimedia:

2.8.1 Playing CD's/DVD's

2.8.2 Using Media Player

2.8.3 Sound Recorder

Word Processing

3.1 Introduction

3.2 Objectives

3.3 Word Processing Basics

3.3.1 Opening Word Processing Package

3.3.2 Menu Bar

3.3.3 Toolbar

3.3.4 Using Help

3.3.5 Using Icons below Menu Bar

3.3 Opening Documents and Closing Documents

3.3.1 Opening Documents

3.3.2 Save and Save as

3.3.3 Page Setup

3.3.4 Print Preview

3.3.5 Printing of Documents & Other Properties

3.4 Display/Hiding of Paragraph Marks

3.4.1 Moving Around in a Document

3.4.2 Scrolling the Document, Scrolling by line/paragraph

3.4.3 Fast Scrolling and Moving Pages

3.4.4 Using a Document/Help Wizard

3.5 Text Creation and editing

3.5.1 Creating a document

3.5.2 Selecting & moving text

3.5.3 Spell checking

3.5.4 Text Selection

3.5.5 Editing with cut, copy & paste

3.5.6 Undo & Redo

3.5.7 Find and Replace

3.5.8 Thesaurus

- 3.5.9 Paragraph and Tab Setting
- 3.6 Formatting the Text
 - 3.6.1 Font and Size selection
 - 3.6.2 Bold, Italic and Underline
 - 3.6.3 Alignment of Text: Center, Left, Right and Justify etc
 - 3.6.4 Bullet and Numbering
 - 3.6.5 Border and Shading, Change Case
 - 3.6.6 Working with tabs, Indents & Spacing
 - 3.6.7 Formatting paragraphs, using columns
- 3.7 Table Manipulation
 - 3.7.1 Concept of table: Rows, Columns and Cells
 - 3.7.2 Draw Table
 - 3.7.3 Changing cell Width and Height
 - 3.7.4 Alignment of Text in Cell
 - 3.7.5 Copying of cell
 - 3.7.6 Delete/insertion of row and columns
 - 3.7.7 Borders for Table
 - 3.7.8 Deleting a table
 - 3.7.9 Splitting and merging cells
 - 3.7.10 Converting table to text
 - 3.7.11 Setting table properties
- 3.8 Mail Merge
- 3.9 Printing
 - 3.9.1 Print Preview
 - 3.9.2 Print a selected page, etc.
 - 3.9.3 Paper Orientation
 - 3.9.4 Paper setting/Margin

Spread-Sheet

- 4.1 Introduction
- 4.2 Objectives
- 4.3 Elements of Electronics Spread Sheet
 - 4.3.1 Application/usage of Electronic Spread Sheet

- 4.3.2 Opening of Spread Sheet
- 4.3.3 Menu bar
- 4.3.4 Saving Workbook
- 4.3.5 Creation of cells and addressing of cells
- 4.3.6 Inserting new rows & Columns, Worksheets
- 4.3.7 Editing rows/columns height & width
- 4.3.8 Renaming, Deleting and Moving a Worksheet
- 4.4 Manipulation of Cells
 - 4.4.1 Cell Addressing
 - 4.4.2 Enter texts
 - 4.4.3 Numbers and Dates
 - 4.4.4 Cell Height and Width
 - 4.4.5 Copying of cells etc.
- 4.5 Formulas
 - 4.5.1 Using Formulas
 - 4.5.2 Using basic functions & formulas a cell
 - 4.5.3 Sum function
 - 4.5.4 Average
 - 4.5.5 Percentage, Other functions.
- 4.6 Function
 - 4.6.1 Data Sorting
 - 4.6.2 Using Subtotals
 - 4.6.3 Applying filters
- 4.7 Chart
 - 4.7.1 Inserting Chart
 - 4.7.2 Formatting chart
- 4.8 Spread Sheets for Small Accountings
 - 4.8.1 Maintaining invoices/budgets
 - 4.8.2 Totaling of various transactions
 - 4.8.3 Maintaining daily & monthly sales report

Power-point

- 5.0 Introduction to PowerPoint, What is PowerPoint, starting PowerPoint, creating and opening a presentation,
- 5.1 PowerPoint views, moving between slides, saving/ closing a presentation, exiting PowerPoint,
- 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts,
- 5.3 Customizing Presentation:- changing the text formats, adding bullets, aligning text.
- 5.4 Formatting Slides:- Using Color Schemes, background Color and Designs, Adding Pictures/ Graphics on Slide,
- 5.5 Adding Header and Footer, changing slide layouts,
- 5.6 Adding charts of different types to slide, organization chart, Slide show,
- 5.7 Using slide transition:- giving timing, sound and adding animations to slides and using preset animations,
- 5.8 Using Drawing Toolbar,
- 5.9 Slide Master View,
- 5.10 Using Custom Animation:- Animating pictures and Text with Sound effects
- 5.11 Using Page Setup and printing

Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of Computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of Internet
 - 6.3.3 Advantages of Internet
 - 6.3.4 Connecting Internet
- 6.4 Internet service providers (ISP)

- 6.4.1 Internet Access
- 6.4.2 Broad Band
- 6.4.3 Dial-Up
- 6.4.4 Wi-Fi
- 6.4.5 Troubleshooting

WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing
 - 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail

- 8.5.3 Sending an Email
- 8.5.4 Replying to an E-mail message
- 8.5.5 Forwarding an e-mail message
- 8.5.6 Sorting and searching emails
- 8.5.7 Saving mails
- 8.5.8 Sending same mail to various users etc.
- 8.6 Document Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites.