

कार्यालय रक्षा लेखा प्रधान नियंत्रक (सी0स0), सीमा सड़क भवन, रिंग रोड, दिल्ली छावनी -110010
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (BR),
RING ROAD, NARAINA, DELHI CANTT.- 110010

Important/Immediate Action

No. AN/I/006/SAS/Part-II/02/2015

Dated: 10.12.2014

The CDA (BR) Guwahati
The JCDA (BR) Chandigarh
The PAO (GREF) Pune
The Officer-in-charge ____ section (local)

Sub: SAS Part-II Examination scheduled to be held in February, 2015.

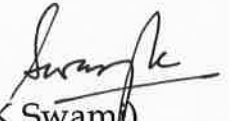
Ref: HQrs office letter No. AN/SAS/16102/SAS-II/Feb/2015/PROG dated
28th Nov 2014.

Please find enclosed above mentioned HQrs office most important
Circular on the subject matter.

In this context, it is intimated that names of intending candidates who
fulfill the prescribed criteria as per the guidelines in the above mentioned
circular may be forwarded to this office latest by 15.12.2014 for further action
and onward transmission to the HQrs office.

NIL report is also required.

Encl: As stated.


(K Swami)
AO (Admin)

SPEED POST

Most Important Circular

No.AN/SAS/16102/SAS-II/Feb/2015/PROG
Office of the CGDA,
Ulan Batar Road, Palam,
Delhi Cantt - 110 010
Dated 28th Nov 2014

All PCsDA, including Principal IFAs,
All Controllers of Defence Accounts, including IFAs,
The Principal Controller of Accounts (Fys) Kolkata,
All Controllers of Finance and Accounts (Fys),
Including Chief Internal Auditors.

PCDA (B.R)
Delhi Cantt

Subject : **SAS Part-II Examination scheduled to be held in February, 2015.**

The PCsDA/PIFAs/PC of A (Fys)/CsDA/IFAs/CFA(Fys)/Chief Internal Auditor are aware that for the benefit of intending candidates tentative dates for next round of SAS Examinations was notified in advance vide HQrs. Office Most Important Circular No. AN/SAS/16100/SAS/Prelim/April/2014 Dated 20.01.2014. Accordingly it has now been decided to hold SAS Part-II Examination as per final programme below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 16.02.2015	Paper-V	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL -WITH BOOKS)	100
TUES DAY 17.02.2015	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY -WITHOUT BOOKS)	100
THURSDAY 19.02.2015	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
FRIDAY 20.02.2015	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
SATURDAY 21.02.2015	Paper-IX	10.00AM to 11.30AM 12.00 AM to 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

2. The case of each intending candidate (including those who are on deputation) shall be carefully screened by a Board of Officers comprising Principal Controller/ Controller/

contained in this Office Memo No.33012(5)N/1/AN-K dated 30.10.71 in regard to freezing of transfer of candidates after notification of their Roll Number may also be adhered to as far as possible.

5. The candidates shall be allowed option in all the papers to answer the questions either in English or in Hindi. All the question papers will be printed bilingually. The option is however, for the complete paper only and not part thereof. Therefore, a candidate can opt to answer all questions of a full paper or all papers either in Hindi or English. In other words, optional use of Hindi or English question-wise will not be permitted and such answer books will not be evaluated. This aspect may be brought to the notice of the candidates. If a particular candidate has opted to answer only one or all the four Papers completely in Hindi, the fact may be shown in the proforma in the column provided for the purpose. A 'Nil' report may also please be sent in case no candidate has opted for Hindi.

6. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26.02.2013 details of the physically handicapped category of the candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/compensation time etc, application duly recommended by PCDA/CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority. In this regard reference is also invited to HQrs. Office Circular No.AN/SAS/16100/PH/Guidelines dated 12-08-2013.

7. As per instructions contained in Govt. of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No.F.36021/10/76-Estt. (SCT) dated 21.1.77 regarding relaxation of standards in the case of Scheduled Caste/ Scheduled Tribe candidates in qualifying examination, it has been decided by CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in this Examination upto a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates. Names of candidates who belong to reserved community may please be furnished to this office while sponsoring their names itself, as per instructions contained in this office Circular No. 0611/AN/K/(Orders) dated 12.9.77. The list of SC/ST candidates may please be prepared independently after verifying the service-books of all the candidates and not on the basis of information furnished by the candidates concerned. It may also be certified that "The list furnished to HQrs office has been prepared with reference to the information recorded in the service-book of the candidates concerned". Candidates may also be asked to declare whether they belong to the reserved or the unreserved community and such declaration may be kept on record. A specimen of the declaration is enclosed.

7.1 Further, in terms of HQrs Office Circular No.AN/II/2151/PC-1089(N) dated 11.01.2013 regarding verification of caste certificate of SC/ST & OBC candidates at the time of initial appointment/promotion, it is requested that necessary undertaking as stipulated therein, in consonance with DoP&T OM No. 36011/3/2005-Estt(Res), dated 9.9.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.


8. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Ambarish Barman, IDAS, Sr.ACGDA(AN) latest by 19.12.2014**. It has been observed that in past some of the Pr. Controllers/Controllers are not adhering to the date fixed for submission of the list of

year and Roll No. are furnished in the proforma (even when there is no exemption) to enable us to ensure that exemption details and the details of last examination are not omitted to be shown.

(ii) Content of this Most Important Circular may be got noted by all concerned.

13. As the dispatch/receipt of the circular may take some time, it is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on website without waiting for copy by post.

14. Receipt of this communication may be acknowledged.


(Ambarish Barman)
Sr.ACGDA(AN)

Copy to:

1. MoD(Finance)
DAD Coord, South Block,
New Delhi.
2. EDP Section - For uploading of circular on website.
3. AN-IV Section (Local) - For similar action as stated above.
4. AN-VIII Section (Local) - For information.

- Sd -

(Ambarish Barman)
Sr.ACGDA(AN)

CERTIFICATE

Ido hereby declare that -

* (i) I belong to(name of community) which is included in the list of Scheduled Caste / Scheduled Tribe (as the case may be).

Or,

* (ii) I do not belong to SC/ST community.

Signature:

Designation:

Account No.:

Roll No.:

** Strike out which is not applicable.*

(To be used by the Main Office of Principal Controllers / Controllers concerned)

The declaration has been verified as per the information recorded in the Service Book of the individual and found correct.

Signature and Name

**Sr. Accounts Officer / Accounts Officer (AN)
Office of the PCDA / CDA**

Dated the 2014

PROFORMA
FIRST CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest candidates centre to the duty point	Details of SAS Part-I Examination		Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI	Remarks, if any
											Roll No.	Year of the Exam			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

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PROFORMA

SECOND CHANCE

SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest Centre to the candidate's duty point	Details of SAS Part-II Examination		Particulars of Sub-Section viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part- II Examination, May 2014 including Exemption		Remarks, if any	
Roll No	Paper		Marks
16	17	18	19

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

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PROFORMA
THIRD CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidate's duty point	Details of SAS Part-II Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of	SAS Part-II Examination, Sept, 2013 including Exemption		SAS Part-II Examination, May 2014 including Exemption		Remarks, if any
	Roll No	Paper	Roll No	Paper	
16	17	18	19	20	21
					22

Name & Signature of the Board Member

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

PROFORMA

FORTH CHANCE

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidate's duty point	Details of SAS Part-I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, Nov 2009 including Exemption		
											Roll No.	Year of Exam			Roll No	Paper	Marks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Details of SAS Part- II Examination Sept, 2013 including Exemption	Details of SAS Part- II Examination, May 2014 including Exemption		Remarks if any			
	Paper	Marks		Roll No	Paper	Marks
19	20	21	22	23	24	25

Name & Signature of the Board Members

**Acceptance and Recommendations of Principal Controller/Controller
Name & Signature**

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PROFORMA
SPECIAL CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Ac-count No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory in which Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, April 2008 including Exemption		
											Roll No.	Year of Exam			Roll No	Paper	Marks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Details of SAS Part-II Examination, Nov 2009 including Exemption	Details of SAS Part-II Examination, Sept 2013 including Exemption		Details of SAS Part-II Examination, May 2014 including Exemption		Remarks if any				
	Roll No	Marks	Roll No	Marks		Roll No	Marks		
19	20	21	22	23	24	25	26	27	28

Name & Signature of the Board Members

**Acceptance and Recommendations of Principal Controller/Controller
Name & Signature**

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ANNEXURE 'A'
SYLLABUS & LIST OF BOOKS
PAPER-V

WORKS, STORES AND INTERNAL AUDIT (PRACTICAL-WITH BOOKS)

SYLLABUS

SECTION – I - WORKS ACCOUNTS

Question will be set from the Books listed in this List of Books Portion below. This Section is common to all candidates.

SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT
(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)

This Section is optional. Candidates have to opt any one from the follow Sub-Section A to D. Questions will be set from the Books listed in the List of Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

LIST OF BOOKS

Section – I (WORKS ACCOUNTS)

- 1 MES REGULATIONS
- 2 DEFENCE WORKS PROCEDURE
- 3 OPERATIONAL WORKS PROCEDURE
- 4 U.A.MANUAL
- 5 MES LOCAL AUDIT MANUAL
- 6 O.M. PART –VIII
- 7 QUARTERS & RENT (RENT PROCEDURE)
- 8 IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)

(A) ARMY

LIST OF BOOKS:

1. STORE ACCOUNTING INSTRUCTIONS
2. ARMY LOCAL AUDIT MANUAL PART- I and II
3. DEFENCE SERVICE REGULATIONS VOL I & II (following Chapters/Sections only)
 - a. Chapter– VI Military Training and Education
 - b. Chapter – VIII Section 3 Deserters (Paras 376 to 381)
 - c. Chapter – VIII Section 8 Losses (Paras 431 to 435)
 - d. Chapter – XVIII Cash and Funds (Paras 801 to 838)
 - e. Chapter – XIX Stores and Supplies (Paras 861 to 903)
 - f. Chapter – XX Arms, Ammunition and Explosives (Paras 911 to 946)
 - g. Chapter – XXII Housing & Quartering (Paras 1011 to 1025)

(B) AIR FORCE

1. IAP – 1501.
2. AIR FORCE LOCAL AUDIT MANUAL
3. IAP – 1541 – Provisioning and Procurement for Air Force.

BUDGET:

- Estimates – Preparation and Checks
- Revised Estimate
- Estimates for fresh expenditure
- Estimate for fresh expenditure due to operation

- Proposals involving extra expenditure
- Provisions of funds for Advances by the Central Govt. Accounted under Civil Estimates

Chapter-IV FR Part-I Vol.I
Chapter-10 Introduction to IGAA

PURCHASE PROCEDURE:

- Procurement of Goods and services and disposal of Stores

- General conditions of contract

Chapter-6& 7 of Swamy's GFR 2005
Chapter-I – Contract & their Management -

2nd Edn. – By BS Ramaswami
Chapter-X FR Part-I Vol-I

Chapter 2.20 of DGS&D Manual

- Purchase Management 2006 (DRDO)
- DPP 2011
- DPM 2009

FOREIGN PAYMENT:

- Accounting and compilation of transactions
- English Transactions i.e. UK
- Foreign Govts. Other than UK

(Para 243 to 246 OM Part-II Vol-I)

(Para 247 of OM Part-II Vol.I and
Chapter 9 of Defence Account Code)

- Foreign Payment Section of PCDA, New Delhi
- Letter of Credit/Adjustment of debit advices

(Content prepared by PCDA,
New Delhi/OM Part-XII-Chapter VI)

PAYMENT OF VARIOUS TAXES/DUTIES:

- Customs duties - Para 602 of OM Part-II Vol.I
- Excise duties - Para 10.5 to 10.9
- Sales Tax - Para 10.10
- Conduct Sales Tax - Para 10.11 to 10.15
- Octroi & Local Taxes - Para 10.17
- Escalation and Price Variation - Para 10.1 to 10.3

DGS&D Manual

SECTION-II – IFA SYSTEM

- (a) IFA System (Army) – GOI, MoD letter No.6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/CGDA.
- (b) IFA System (Navy) – Purchase Management & Procurement – Naval Instructions 1/S/97 Navy Min. of Defence letter No.PL/3221/NHQ/9/97/D(N-1) dated 11.3.97.
- (c) IFA System (Air Force) MoD letter No.605/Addl. FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97.
- (d) IFA System – IT Projects – GOI, MoD letter No.6(3)/98/D(O-1) dated 4.2.2000.
- (e) Delegation of Financial Powers Rules, 1978.
- (f) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

- **The Central Sales Tax Act, 1956 (74 of 1956)**
 - Preliminary - Chapter 1
 - Formulation of principle for determining when a sale or purchase of Goods taken place in the course of Inter-State Trade or Commerce or outside of State or in the course of import or export. - Chapter 2
- **The Central Excise Act, 1944 (1 of 1944)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter I
 - Reference of certain expressions } Chapter I
 - Levy and collection of duty } Chapter II (Sec 3,4,9,10 & 11)
- **The Customs Act, 1962 (Act No.52 of 1962)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter I
 - Powers of officers of customs } Chapter II
 - Dutiable goods } Chapter II
 - Assessment of duty } Chapter V

INDUSTRIAL LAW

- **The Industrial Disputes Act, 1947 (14 of 1947)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter I
 - Authorities under this Act } Chapter II
 - Procedure, Powers and duties of Authorities } Chapter IV
- **The Contract Labour (Regulation & Abolition) Act, 1970 (37 of 1970)**
 - Short title, extent and commencement and applications } Chapter I
 - Definitions } Chapter I
 - Registration of Establishments employing contract Labour } Chapter II
 - Penalties and procedure } Chapter II
- **The Factories Act, 1948 (63 of 1948)**
 - Short title, extent and commencement } Chapter I
 - Reference to time of duty } Chapter I
 - Powers to exempt during public emergence } Chapter X
 - Penalties and procedures } Chapter X
- **The Workman's Compensation Act, 1923 (8 of 1923)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter I
 - Employer's liability for compensation } Chapter I
 - Compensation to be paid where due and } Chapter II
 - penalty for default } Chapter II
 - Penalties } Chapter II

Note: The syllabus consists of only the basics and fundamentals of the above Laws, Acts etc. in Commercial Laws, The Constitution of India, The Official Languages Act, 1963, Taxation Laws, Industrial Laws, Code of Civil Procedures, 1908, The Administrative Tribunal Act, 1985 and Recognition of Service Association Rules, 1993.

(B) LIST OF BOOKS

SECTION-I (FINANCIAL MANAGEMENT)

1. Financial Management by Prasanna Chandra
2. GFR 2005
3. Introduction to Indian Government Accounts and Audit.
4. FR Part-I Vol-I
5. Contract & their Management (2nd Edition) by B.S. Ramaswami
6. DGS & D Manual 1999.
7. OM Part-II Vol-I
8. Defence Account Code
9. OM Part -XII/Content Prepared by PCDA, New Delhi
10. Central Sales Tax Act, 1956
11. Central Excise Act, 1944
12. Custom Act, 1962
13. Purchase Management -2006(DRDO)
14. DPM-2009
15. DPP-2011

SECTION-II – (IFA SYSTEM)

IFA System (Army)- GOI, MOD letter No. 6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/ CGDA.

IFA System (Navy)- Purchase Management & Procurement- Naval Instructions 1/S/97 Navy Min. of Defence letter No. PL/3221/NHQ/9/97/D(N-1) dated 11.3.97

IFA System (Air Force) MOD letter No. 605/Addl.FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97

IFA System – IT Projects- GOI, MOD letter No. 6(3)/98/D(O-1) dated 4.2.2000

Delegation of Financial Powers Rules, 1978.

Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued

SECTION-III-(ELEMENTS OF LAW)

A. COMMERCIAL LAWS

1. The Indian Contract Act, 1872
2. The Sale of Goods Act, 1930
3. The Arbitration and Conciliation Act, 1996
4. The Negotiable Instrument Act, 1881

B. THE OFFICIAL LANGUAGE ACT, 1963

C. THE CONSTITUTION OF INDIA.

D. TAXATION LAWS

7. The Central Sales Tax Act, 1956
8. The Central Excise Act, 1944
9. The Customs Act, 1962

(ii) **ELEMENTS OF A COMPUTER, HARDWARE-SOFTWARE-COMPUTER CAPABILITY AND LIMITATIONS.**

- a) Computer – Definition of electronic digital computer
- b) Computer Components – layout and their functions
- c) Characteristics of computers
 - small variety of instructions
 - fast executions
 - accurate.
- d) Hardware – different types of units including peripherals
- e) Software
 - Needs
 - computer language
 - categories of software system
 - applications software.
- f) Limitations of Computer.

Unit 1 (Information Technology Tools & Applications by V.K.Jain- 3rd Rev.)
Syllabus-BPB Publications

(iii) **COMPUTERS AND COMMUNICATION**

- a) Computer communication -
 - need for data transmission over distances.
- b) Networking computers
 - Local Area Networking (LANs) need
 - advantages of networking,
 - sharing resources (computer files & equipment),
 - inter user communication,
 - cost,
 - training upkeep
 - security
- c) Types of LANs.
- d) Real-time and on-line systems response time-
 - airline/train reservations banking operations
 - electronic funds transfer
 - vodeptext.
- e) An introduction to WAN – Definition and use.
- f) An introduction to the Internet.
 - Internet facilities (email, world wide web and e-commerce)
 - Web Browsers.

Chapter 17 (Computer Fundamentals –4th Edn. By Pradeep K.Sinha&Priti Sinha – BPB Publications)

Chapter 18 (Computer Fundamentals –4th Edition -By Pradeep K.Sinha & Priti Sinha-BPB ublications

(iv) **OPERATING SYSTEM (OS) : CONCEPTS, BASIC, OPERATIONS OF WINDOWS.**

- (a) Operating system concepts
- (b) Tasks of Operating system
- (c) Introduction
 - DOS
 - UNIX

Unit 8 (IT Tools & Applications By V.K.Jain –3rd Rev. Syllabus BPB Publications)

- Unit 8 (-do-)
- Chapter 14 (Computer Fundamentals By P.K.Sinha & Priti Sinha BPB Publications)

- Title Bar
- Menu Bar
- Minimise/Maximise/Restore features
- Scroll Bar
- (e) Menu and Dialog Boxes
- (f) Menu Bar, Menu items, Dimmed Menu items, Hot Key, Short-cut-Key Control Menu, Check Mark, Cascading Windows/Menus
- (g) Help in Windows
- (h) Tool Bars
- (i) Use of Window explorer:
 - View the contents of Directory/Folder
 - Change Directories/Folders
 - Create/Delete Directories/Folders
 - Change Drives
 - Copy, Rename, Delete Files and Folders
- (j) Format CD
- (k) Drag and Drop Features
- (l) Find file.

(ii) OPERATING SKILLS IN WORD PROCESSING PACKAGE .

- (1) Introduction to Word Processing-
- (2) Document Windows
 - Creating various types of Documents
- (3) Printing Documents
- (4) Copying Documents
- (5) Formatting character/Paragraphs
- (6) Formatting page
- (7) Working with Sections/Section Break
- (8) Inserting Header/Footer
- (9) Graphics Feature including charts
- (10) Working with tables
- (11) Mail Merging

(iii) OPERATING SKILLS IN SPREAD SHEET PACKAGE

1. Spreadsheet Concepts

- Creating,
- Saving and Editing a Work Book,
- Insertion, Deleting Work Sheets,
- Entering data a cell/formula,
- copying and moving data from selected cells,
- Handling operators in Formulae, Functions
- Mathematical logical, Statistical, test, Financial, Date and time functions, Using Function Wizard.

Chapter 15, 16, 17, 19, 20-
I.T. T & A by Satish Jain,
Shashank Jain & Dr Madhu-
lika Jain (2nd Revised
Edition) BPB Publications

