

Answer Script

Multiple Choice questions		
1.	What is the full form of NIC?	<p>A. Network ID card B. Network interface card C. National interface card D. New interface card</p>
2.	A ____ is a networking device that connects all of the devices on the network to transport data to another device.	<p>A. Switch B. Hub C. Router D. Modem</p>
3.	WLAN device is installed in or attached to a PC to provide an interface to a wireless network is _____.	<p>A. Access Point B. Network Adaptor C. Repeater D. Antenna</p>
4.	Which one of the following is a valid email address?	<p>a) javat@point.com b) gmail.com c) tpoint@.com d) javatpoint@books</p>
5.	How many pins does RJ-45 contain?	<p>a) Two b) Four c) Eight d) Ten</p>
6.	Suppose you want to create a word document of 2 pages. One of the pages will be Portrait and other will be Landscape. Which one of the bellow you have to perform?	<p>A. Page break B. Section Break C. Page Wrapping D. Column Break</p>
7.	Abeeba inserted a flowchart in a newsletter, which object did she use?	<p>A. WordArt B. Shape C. Create flowchart D. Chart</p>
8.	Which feature in Microsoft Word is used for citing sources and creating a list of references?	<p>A. Footnote B. Endnote C. Bibliography D. Index</p>
9.	You want to run MS word using "Run" command. Which of the following text you should write in run command?	<p>A. Winword.exe B. word.exe C. Msword.exe D. Word356.exe</p>
10.	What is the advantage of saving a document in the "RTF" (Rich Text Format) file format?	<p>A. It supports macros and automation. B. It preserves complex formatting. C. It reduces the file size.</p>

		D. It allows password protection.
11.	A typical modern computer uses?	(A) Valves (B) LSI chips (C) Vacuum tubes (D) All of these
12.	Smart card is?	(A) Processing unit for software handling (B) Processing unit contains memory for storing data (C) Microprocessor cards (D) Special purpose cards
13.	Personal logs or journal entries posted on the web are known as?	(A) Smartlogs (B) Photo (C) Blogs A. (D) All of these
14.	Which of the following cannot be a part of an E-mail address?	(A) Underscore (_) (B) Space () (C) At sign (@) (D) Period (-)
15.	In Windows operating systems, PowerPoint was offered in ____.	A. 1989 B. 1990 C. 1991 D. 1992
16.	What is the shortcut key to delete the current slide in PowerPoint?	A. Delete B. Backspace C. Insert D. Both A and B
17.	A PowerPoint template is saved as ____ file.	A. pptx B. potx C. pstx D. temx
18.	____ is used to stack your open windows so you can see all of them at once.	A. New Window B. Arrange All View C. Cascade View D. All of the above
19.	How to add animations to text, pictures, shapes, and more in your presentation?	A. Select objects, select Animations, and choose an animation, Select Setup Effects and choose an effect

		<p>B. Select objects, go to the Home tab, Select Effects Settings, and choose an effect</p> <p>C. Select objects, select Animations, and choose an animation, Select Effect Options and choose an effect</p> <p>D. All of the above</p>
20.	Wi-Fi stand for ____?	<p>A. Wireless Function</p> <p>B. Wireless Fidelity</p> <p>C. Wireless Functioning</p> <p>D. None of Above</p>
Write the short Answer of the following questions (21-30)		
21.	<p>How do I fix printer printing error?</p> <p>Ans: Some of the most common printing error.</p> <p>Unplug and restart your printer. Sometimes power cycling your printer can resolve the issue.</p> <p>Check cables or wireless connection.</p> <p>Uninstall and reinstall your printer.</p> <p>Install the latest driver for your printer.</p> <p>Clear and reset the print spooler.</p> <p>Change a printer's status to "online"</p>	
22.	<p>Types of malwares?</p> <p>Ans:</p> <ul style="list-style-type: none"> a) Viruses b) Ransomware c) Remote access malware d) Botnets e) Cryptojackers f) Fileless malware g) Worms h) Trojan horses i) Rootkits j) Scareware k) Spyware l) Adware m) Backdoor n) Keyloggers 	

23.	<p>What is Application Software?</p> <p>Ans: Application software are customized software designed for personal use. These type of software help users for performing basic tasks such as online research, setting an alarm, designing, or even playing games. The application software runs in the frontend and mostly used by the end-users. Therefore, these are also called 'end-user programs'.</p> <p>Example: Word Processors, Multimedia Software, Web Browsers, Graphics Software, Photoshop Software, etc.</p>
24.	<p>Write down 5 (Five) Web Browsers software name?</p> <p>Ans: Some of the popular examples of Web Browsers are listed below:</p> <ul style="list-style-type: none"> • Google Chrome • Mozilla Firefox • Microsoft Edge • Internet Explorer • Opera • Safari
25.	<p>What is StreamYard?</p> <p>Ans: A professional live streaming and recording studio in your browser. The easiest way to live stream and record your content, or stream live to Facebook, YouTube, and other platforms.</p>
26	<p>Which feature in Word helps identify and correct grammatical errors in a document? Hints: The Spelling & Grammar checker under the Review tab.</p>
27	<p>What does the "Collate" option in printing settings do?</p> <p>It arranges printed copies in sequential order when printing multiple copies of a document.</p>
28	<p>What is the shortcut keys for creating hyperlink?</p> <p>Ctrl+K</p>
29	<p>GUI stands for?</p> <p>Graphical User Interface.</p>
30	<p>In the fourth generation of computers, which technology was used?</p> <p>Very Large Scale Integrated (VLSI) circuits.</p>

Job Sheet – 1 for Computer Operation, Level – 3

Name of the Candidate:	MD.MASUD RANA
Job 01:	Prepare a document as per specification using word processing software
Time:	1 Hour
Unit Covered:	OU-ICT-CO-01-L3-V1: Operate a Personal Computer OU-ICT-CO-02-L3-V1: Prepare a Document Using Word Processor
Instructions:	
Read and understand the directions carefully: <ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Computer Operation, Level – 3▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used	
Working Procedure/ Steps:	
<ol style="list-style-type: none">1. Observe and wear personal protective equipment (PPE) as required for the Job.2. Observe and follow Occupational Health and Safety (OHS) requirements during the demonstration processes.3. Read the provided Job and Specification sheet.4. Collect required tools, materials, and equipment for the job.5. Prepare PC to perform job smoothly.6. Create a folder in “D Drive” namely “Your Name_Reg no.”7. Create and save the file with named “Job-1” to the newly created folder.8. Perform the Job within the given time as per Sample and specification sheet.9. Check and review after completion of the job.10. Save the document again with same name as “Job-1”.11. Apply mail merge (for 2nd page) to invite 5 student recipients and prepare “finish and merge” for print in PDF.12. Print the document using PDF printer or document writer in PDF considering A4 size paper.13. Submit final output to the Competency Assessor.14. Shutdown computer and clean your workplace.15. Clean tools, equipment, materials, and work area.	

Specification Sheet – 1 for Computer Operation, Level – 3

Job 01: Prepare a document as per specification using word processing software

Condition For the Job:

Work must be carried out in a safe manner and according to Computer operation (Level – 3) standards.

Page Layout (for both page)

Page size: A4

Number of Column – 2 (use as per sample for 1st page only)

Page orientation –Portrait

Footer – “File path will be placed as Footer on the right side of the page

Page number – Will be display on the bottom of right side

English Part (1st Page)

Photograph

Shape – Round

Size – 1.78 inch x 1.78 inch

Border width – 6 pt

Shape (at the top part) – Rounded rectangular

Shape size – 6.48 inch x 2.05 inch

Text

Font	Alignment	Line spacing
Font – Times New Roman Size for title (Name) – 36 Size for Sub Title – 14 Size for others Text – 12	As per sample	Multiple at 1.6

Bangla Part (2nd Page)

Text

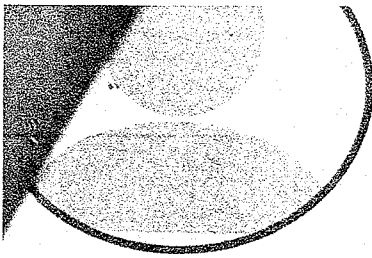
Font	Alignment	Line spacing
Font – Unicode (Nikosh) Font Size – 14	As per sample	Multiple at 1.3

Mail merge

Fields to mail merge: 1. Name, 2. Roll, 3. Occupation, and 4. E-mail.

Resources Required:

Tools, Equipment and furniture:	<ol style="list-style-type: none"> 1. Personal Computer – 1 set 2. Ergonomic Chair – 1 Pc
Software:	<ol style="list-style-type: none"> 1. Operating software – Windows 2. Application software – Word processor 3. Bangla typing software – Bijoy/Avro
PPE:	<ol style="list-style-type: none"> 1. Rubber sole Shoes/Sandal – 1 pair



Dani Martinez

Graphic Designer

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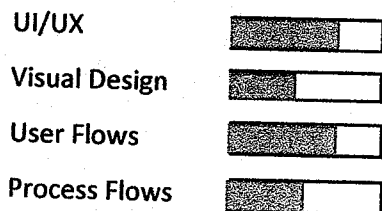
EDUCATION

Course Studied
University/ College Details
2006-2008

Course Studied
University/ College Details
2010-2012

Course Studied
University/ College Details
2014-2018

SKILLS



Work Experience

- **Senior Graphic Designer**
Gullible Enterprises
2020-2024
- **Graphic Designer**
CRR Technologes
2015-2019
- **Junior Graphic Designer**
Emanuelle Fashion
2010-2015

Reference:

Name: Mr. Mouree

Designation: Managing Director

Mobile: 01xxxxxxxx

E-mail: mouree@gmail.com

প্রাপক:

<<নাম>>

<<রোল>>

<<অকুপেশন>>

<<ই-মেইল>>

স্মার্ট বাংলাদেশ হলো বাংলাদেশ সরকারের একটি প্রতিশ্রুতি ও শ্লোগান যা ২০৪১ সালের মধ্যে দেশকে ডিজিটাল বাংলাদেশ থেকে স্মার্ট বাংলাদেশে রূপান্তরের পরিকল্পনা। বাংলাদেশের প্রধানমন্ত্রী শেখ হাসিনা সর্বপ্রথম এই প্রতিশ্রুতি ও শ্লোগান দেন।

ইতিহাস

প্রধানমন্ত্রী শেখ হাসিনা ১২ই ডিসেম্বর ২০২২ সালে রাজধানীর বঙ্গবন্ধু আন্তর্জাতিক সম্মেলন কেন্দ্রের (বিআইসিসি) অনুষ্ঠানে ডিজিটাল বাংলাদেশ দিবস-২০২২ উদ্বোধন উপলক্ষে আয়োজিত অনুষ্ঠানে প্রধান অতিথির ভাষণে সর্বপ্রথম 'স্মার্ট বাংলাদেশ' গড়ার কথা বলেন। শেখ হাসিনা বলেন, 'আমরা আগামী ২০৪১' সালে বাংলাদেশকে উন্নত দেশ হিসেবে গড়ে তুলব এবং বাংলাদেশ হবে ডিজিটাল বাংলাদেশ থেকে স্মার্ট বাংলাদেশ।

পরিকল্পনা

'স্মার্ট বাংলাদেশ' গড়ার ভিত্তি চারটি। এগুলো হচ্ছে—

১. স্মার্ট নাগরিক
২. স্মার্ট অর্থনীতি
৩. স্মার্ট সরকার
৪. স্মার্ট সমাজ

Job Sheet – 2 for Computer Operation, Level – 3

Name of the Candidate:	MD. MASUD RANA
Job 02:	Prepare a Weekly Wages sheet for Worker as per specification using spreadsheet analysis software
Time:	1 Hour
Unit Covered:	OU-ICT-CO-03-L3-V1: Prepare a Spreadsheet
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">• this practical demonstration is based on the performance criteria from all or some of the units of competency Computer Operation, Level – 3• this assessment activity will be used to measure your underpinning skills• you will have fifteen (15) minutes to familiarise yourself with the resources to be used	
Working Procedure/ Steps:	
<ol style="list-style-type: none">1. Observe and wear personal protective equipment (PPE) as required for the Job.2. Observe and follow Occupational Health and Safety (OHS) requirements during the demonstration processes.3. Read the provided Job and Specification sheet.4. Collect required tools, materials, and equipment for the job.5. Prepare PC to perform job smoothly.6. Create a folder in “D Drive” namely “Your Name_Reg no.”.7. Save the file with “Job-2” to the newly created folder.8. Perform the Job within the given time as per Sample and specification sheet.9. Check and review after completion of the job.10. Protect your worksheet with password (Password: 123456).11. Save the document with both .xlsx and .csv extension12. Print the document using PDF printer or document writer in PDF.13. Submit finished output to the Competency Assessor.14. Save document and Shutdown computer.15. Clean tools, equipment, materials, and work area.	

Specification Sheet – 2 for Computer Operation, Level – 3

Job 02:	Prepare a Weekly Wages sheet for Worker as per specification using spreadsheet analysis software
Condition For the Job:	
<p>Work must be carried out in a safe manner and according to Computer operation (Level – 3) standards.</p> <p>Sample-1:</p> <p>Title font: Times New Roman</p> <p>Other text font: Arial</p> <p>Title font Size: 14 (Weekly Wages Sheet for Worker)</p> <p>Cell Formatting: As per sample</p> <p>EMP_ID: Apply validation, Unique value for each Employee; consider 7 digit Emp_ID where Leftmost digit is character “E” and rest of 6 digit are Numeric type.</p> <p>Designation: Apply dropdown List to choose designation (Grade-1, Grade-2 and Grade-3)</p> <p>Basic Wages: Up to 40 hours wages is base wages. Values are autofill following below condition:</p> <ul style="list-style-type: none"> ▪ Grade-1: 150 Taka/Hour ▪ Grade-2: 125 Taka/Hour ▪ Grade-3: 100 Taka/Hour <p>Overtime Wages: Hours above 40 are count as overtime hours. Calculate Overtime Wages as 200 Taka/Hour using autofill formula.</p> <p>Medical allowances: Fixed Tk. 500/week for all allowance.</p> <p>Gross Wages: Base Wages + Overtime Wages</p> <p>Income Tax (IT): 10% of Gross wages.</p> <p>Net Amount: (Gross Wages + Medical Allowance) – IT</p> <p>Sample-2:</p> <p>Chart Title: Font - Calibri (Body), 14 size, Bold</p> <p>Legend Entry: Font - Calibri (Body), 11 size</p> <p>Horizontal Axis: Font - Calibri (Body), 12 size, Bold</p> <p>Add Axis Titles: “Months” as Horizontal Axis and “Taka” as Vertical Axis.</p>	
Resources Required:	
Tools, Equipment, and furniture:	<ol style="list-style-type: none"> 1. Personal Computer – 1 set 2. Ergonomic Chair – 1 Pc
Software:	<ol style="list-style-type: none"> 1. Operating software – Windows 2. Application software – Spreadsheet Analysis Program
PPE:	<ol style="list-style-type: none"> 1. Rubber sole Shoes/Sandal – 1 pair

Sample

Sample - 1 (Main Worksheet)

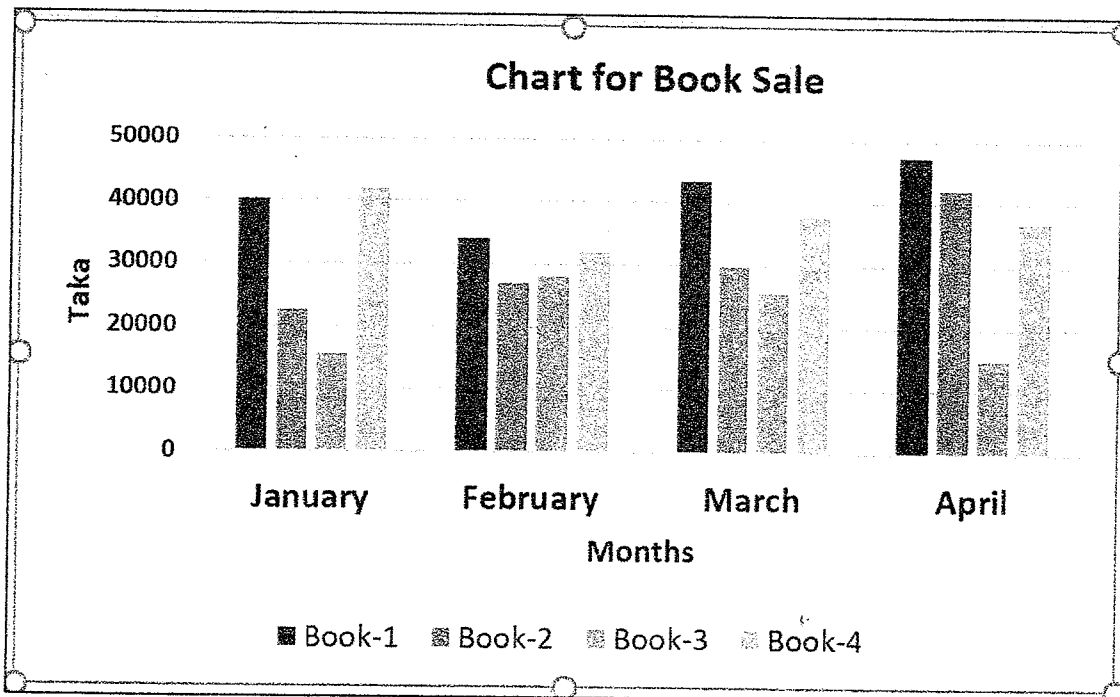
Weekly Wages Sheet for Worker

SL No.	Emp_ID	Name	Designation	Hours/week	Basic Wages	Overtime Wages	Medical Allowance	Gross Amount	IT	Net Amount
01	E101001	A	Grade-1	40						
02	E101002	B	Grade-3	55						
03	E101003	C	Grade-2	43						
04	E101004	D	Grade-3	44						
05	E101005	E	Grade-1	48						
06	E101006	F	Grade-3	54						
07	E101007	G	Grade-2	45						
08	E101008	H	Grade-3	35						
09	E101009	I	Grade-2	47						
10	E101010	J	Grade-3	49						

Sample - 2 (Chart)

Show the Chart using information below as per sample:

	A	B	C	D	E	F	G
1	Chart for Book Sale						
2		Name	January	February	March	April	
3		Book-1	40000	34000	43300	47450	
4		Book-2	22500	26890	29800	42300	
5		Book-3	15600	28000	25678	15000	
6		Book-4	41890	32000	37890	37000	
7							



Job Sheet – 3 for Computer Operation, Level – 3

Name of the Candidate:	MD . MASUD RAMA
Job 03:	Prepare a presentation as per specification using Presentation software
Time:	1 Hour
Unit Covered:	OU-ICT-CO-04-L3-V1: Prepare a Presentation
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">• this practical demonstration is based on the performance criteria from all or some of the units of competency in Computer Operation, Level – 3• this assessment activity will be used to measure your underpinning skills• you will have fifteen (15) minutes to familiarise yourself with the resources to be used	
Working Procedure/ Steps:	
<ol style="list-style-type: none">1. Observe and wear personal protective equipment (PPE) as required for the Job.2. Observe and follow Occupational Health and Safety (OHS) requirements during the demonstration processes.3. Read the provided Job and Specification sheet.4. Collect required tools, materials, and equipment for the job.5. Prepare PC to perform job smoothly.6. Create a folder in “D Drive” namely “Your Name_Reg no”.7. Save the file to the newly created folder as “Job-3”.8. Prepare slide layout as per sample using “Slide Master” option.9. Perform the Job within the given time as per Sample and specification sheet.10. Check and review after completion of the job.11. Save the document with both .pptx and .mp4 extension12. Print the PPT for handouts using PDF printer or document writer in PDF.13. Submit finished output to the Competency Assessor.14. Shutdown computer and clean your workplace.15. Clean tools, equipment, materials, and work area.	

Specification Sheet – 3 for Computer Operation, Level – 3

Job 03: Prepare a presentation as per specification using Presentation software

Condition For the Job:

Work must be carried out in a safe manner and according to Computer operation (Level – 3) standards.

Slide Layout – The presentation slide layout must be prepared with “Slide master”.

Slide Size – Widescreen (16:9)

Slide transition – Random

Slide Show – Automatic after previous slide

Font – Font - Arial; Font size – 44 for Title of Title slide, 30 for Sub title, 36 for Slide title, 28 for other text

Alignment - As per Sample

1st Slide (Title Slide)

- Write your “Name and Registration Number” with Title “WELCOME”.
- Image size – 3 inch x 2 inch
- Place objects as per sample

2nd Slide

- Prepare and apply animation on “Happy World” where each character will be animated separately

3rd Slide

- Prepare and place Diagram as per sample.
- Use Orange and ash colour for diagram, White for Text

4th Slide

- Prepare turbine using shapes and place as per sample.
- Apply appropriate animation to Rotate fan of turbine (1st turbine: Clockwise, 2nd Turbine: Anti-clockwise)
- Rotation will continue up to 30 Second.

5th Slide

- Prepare Chart of quarterly Sales report as per sample.
- Use separate colour for each quarter.
- Value for – 1st quarter: 7%, 2nd quarter: 15%, 3rd quarter: 14% and 4th quarter: 64%

6th Slide

- Place any video as per sample and trim the video at half of its original length
- Video will be shown in full screen in presentation/slide show mode.

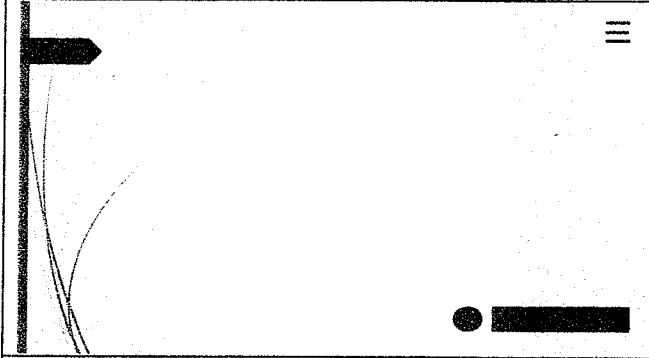
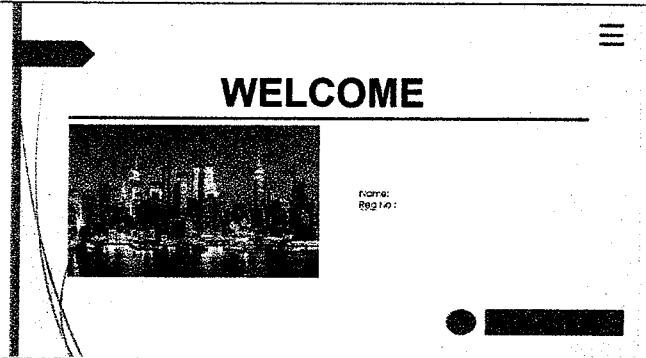
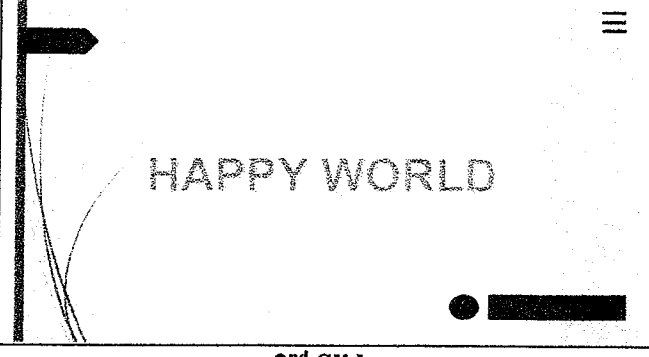
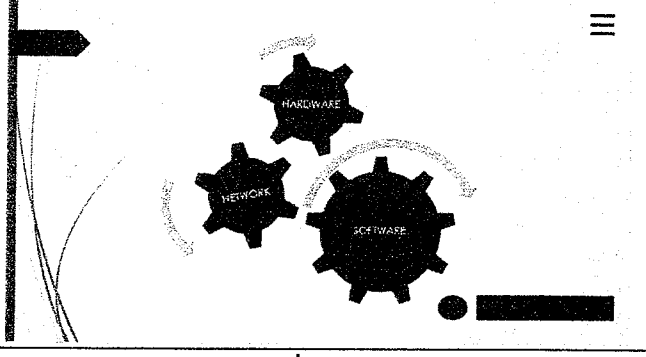
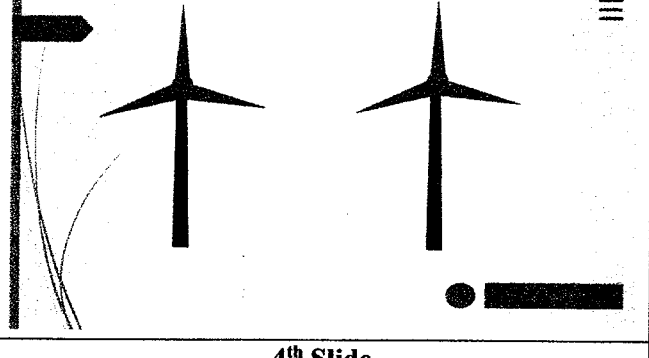
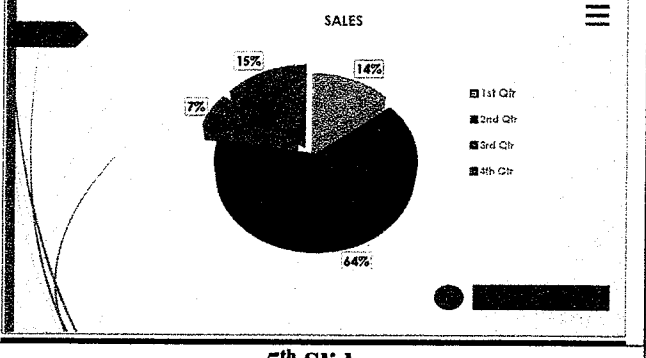
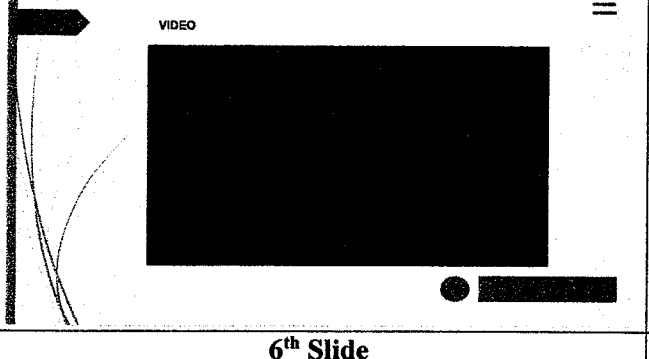
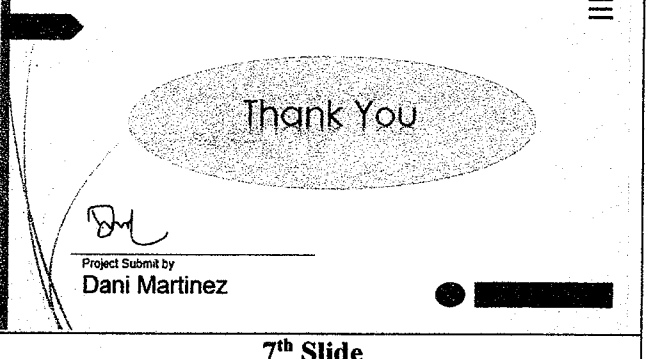
7th Slide

- Text - “THANK YOU”
- Font size – 40, Colour – Any colour except Black
- Placement – Vertically and Horizontally Centre of the Slide
- Add a signature as per sample.

Resources Required:

Tools, Equipment, and furniture:	<ol style="list-style-type: none"> 1. Personal Computer – 1 set 2. Ergonomic Chair – 1 Pc
Software:	<ol style="list-style-type: none"> 1. Operating software – Windows 2. Application software – Presentation Software
PPE:	<ol style="list-style-type: none"> 1. Rubber sole Shoes/Sandal – 1 pair

Sample

	
<p>Slide Layout (Slide Master)</p>	<p>Title Slide (1st Slide)</p>
	
<p>2nd Slide</p>	<p>3rd Slide</p>
	
<p>4th Slide</p>	<p>5th Slide</p>
	
<p>6th Slide</p>	<p>7th Slide</p>

Job Sheet – 4.A for Computer Operation, Level – 3

Name of the Candidate:	MD. MASUD RANA
Job 04. A:	Prepare and Submit Form using web platform
Time:	30 Minutes
Unit Covered:	OUCO05L3V1: Use Internet and access resources
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Computer Operation, Level – 3▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used	
Working Procedure/ Steps:	
<ol style="list-style-type: none">1. Observe and wear personal protective equipment (PPE) as required for the Job.2. Observe and follow Occupational Health and Safety (OHS) requirements during the demonstration processes.3. Read the provided Job and Specification sheet.4. Collect required tools, materials, and equipment for the job.5. Prepare PC to perform job smoothly.6. Create a folder named “NSDA_Assessment” at google drive (create mail account if required).7. Create a google form as per specification8. Save the Form with named “Your name_Job 4.A” in the folder created by you.9. Send the shorten link of the form over email to your Assessor.10. Prepare document as per instruction to upload at google form created by you.11. Fill up and submit the form as a user as per field requirements.12. Check and review after completion of the job.13. Submit finished output to the Competency Assessor.14. Shutdown computer and clean your workplace.15. Clean tools, equipment, materials, and work area.	

Specification Sheet – 4.A for Computer Operation, Level – 3

Job 04.A:	Prepare and Submit Form using web platform
Condition For the Job:	
Work must be carried out in a safe manner and according to Computer operation (Level – 3) standards.	
Form Title – Assessment of Computer Operation Level-III	
Subtitle – National Skills Development Authority (NSDA)	
Description – This is only used for assessment purpose to show the competency related to Computer operation occupation of ICT sector.	
Section: 2 (Two)	
1st section fields –	
<ul style="list-style-type: none"> ▪ Name (Mandatory Field) ▪ Email (Mandatory Field) and only valid for “@gmail.com” ▪ Mobile No (Mandatory Field) containing 11 digits only and should be valid mobile number in Bangladesh 	
2nd section fields –	
<ul style="list-style-type: none"> ▪ Occupation (For select 1 and options must interchange for each user) <ul style="list-style-type: none"> ○ Computer Operation ○ Graphics Design ○ ITS ▪ Number of BNQF level (as dropdown list) <ul style="list-style-type: none"> ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ▪ Attachment (Mandatory Field) <ul style="list-style-type: none"> ○ Number of Attachment: 5 ○ File type: PDF ○ Maximum file size: 1MB 	
Document –	
<ul style="list-style-type: none"> ▪ Scanned PDF file of a single page – 3 Nos ▪ Single PDF file made from combination of Scanned PDF single 3 files (merge single 3 PDF files into 1 using offline application /online site. 	
Resources Required:	
Tools, Equipment, and furniture:	<ol style="list-style-type: none"> 1. Personal Computer – 1 set with Internet connection 2. Ergonomic Chair – 1 Pc
Software/apps:	<ol style="list-style-type: none"> 1. Operating software – Windows 2. Google form 3. PDF reader/writer 4. PDF merge software
PPE:	<ol style="list-style-type: none"> 1. Rubber sole Shoes/Sandal – 1 pair

Specification Sheet – 4.B for Computer Operation, Level – 3

Job 04.B:	Prepare schedule meeting using Online platform
Condition For the Job:	
Work must be carried out in a safe manner and according to Computer operation (Level – 3) standards.	
Platform – Zoom	
Social media – WhatsApp	
Calendar – Google calendar	
Resources Required:	
Tools, Equipment, and furniture:	<ol style="list-style-type: none"> 1. Personal Computer – 1 set with Internet connection 2. Ergonomic Chair – 1 Pc
Software/apps:	<ol style="list-style-type: none"> 1. Operating software – Windows 2. Google meet/Zoom 3. Google calendar 4. WhatsApp 5. Anydesk/team viewer
PPE:	<ol style="list-style-type: none"> 1. Rubber sole Shoes/Sandal – 1 pair