FURTHER DETAILS REGARDING MAIN TOPICS OF PROGRAMME No. 05/2020 (Item No: 11, 12, 13, 14, 15, 16 & 17)

STENOGRAPHER/CONFIDENTIAL ASSISTANT GRADE II/ SELECTION GRADE CONFIDENTIAL ASSISTANT IN KSIDC/VARIOUS/KERALA PUBLIC SERVICE COMMISSION

Category Number : 20/19, 113/19, 114/19, 115/19, 116/19, 155/19, 549/19

I.   SHORTHAND – ENGLISH

1.   Importance of Shorthand

2.   Different signs of Consonants and Vowels

3.   Abbreviation of consonants as Circles, Loops and Hooks

4.   Advanced Phraseography

5.   Formation of out lines

6.   Diphthong, Triphone and Diphone signs

7.   Various kinds of 'H' S (Aspirate)

8.   Alternative forms of R, L and SH

9.   Halving and Doubling Principle

10.   Prefixes, Suffixes and Contractions

II.   SHORTHAND – MALAYALAM

1.   Consonants and Vowels

2.   Various symbols and other signs

3.   The Rules regarding Aspirate, Medial Semi Circle, Diphthong and Triphone

4.   Various forms of Circles and Loops

5. Initial Hooks and Final Hooks

6. Alternative forms of R, L and SH

7. Halving and Doubling Principle

8. Prefix and Suffix

9. Contraction and Intersection

10. Speed writing

III. (a)   TYPEWRITING ENGLISH

1. Various kinds and purposes of a Typewriter

2. Mechanism

3. Various parts of a Typewriter

4. Abbreviations

5. Spelling of words

6. Rules of Punctuation Marks

7. Punctuation of figures

8. Form of Government Order

9. Difference between the form of D.O letter and Personal letter

10. Different forms of letters (Business, Official and Government letters)

III. (b)   TYPEWRITING – MALAYALAM

1. Operational parts of a Typewriter

2. Keyboard

3. Lower and Upper case Characters

4. Abbreviations

5. Envelope addressing

6. Paragraphs

7. Symbols

8. Various kind of letters, Government order

9. Punctuation marks

10. Variation of speed

IV. COMPUTER OPERATIONS

1. **Fundamentals of Computer**

    a. Computer history

    b. Components

    c. Generations

    d. Classification of Computer

    e. Language

2. **Microsoft Word**

    a. Features of Word Processor

    b. Components of Word screen

    c. Edit Text in the Word Processor

    d. Formatting Text

    e. Types of Menu

3. **Microsoft Excel**

    a. Introduction of work book and work sheet

    b. Use in day to day life

    c. Components of Excel

    d. Various Data types and Formulas

4. **Microsoft Power Point**

    a. Formatting a presentation

    b. Types of menu

  c. Making a power point presentation

  d. Different pages

5. **Internet**

  a. Websites

  b. Web browsers

  c. Search engines

  d. Uploading and Downloading

  e. Internet securities

V General English

VI Mental Ability and Reasoning

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper