Competency Testing Module 1

Welcome to this competency testing module.

This module has been designed with the intention to test your grasp on communication, your grip over numbers and ability to use Microsoft Excel & Problem Solving ability.

The test has 3 sections and the total time allotted is 60 mins.

The computer that you are using has a folder titled 'Competency Testing ' on Desktop. This folder has 3 files as follows:

1. Competitor Analysis.doc

2. House Prices.xls

3. House Prices.doc

4. Situation Analysis.doc

Section1: Written communication

Step1: Open the file 'Competitor Analysis'.doc .

Background: You have recently joined 'Wonderkids India Pvt Ltd' as a Management Trainee. In one of the meetings, your boss, Mr. Suraj Khanna had asked you make a brief, one and a half page write-up on their competitor Zee Learn. You have made the same; however there are a few errors in the write up,

Step 2: kindly use 'Track Changes' feature of Microsoft Word to make changes in the write-up.

Step 3: Once you are done, save the file as "competitor Analysis Roll No." and mail it to 'agnelcommunications@gmail.com'

Section2: Excel skills

Step1: Open the files 'House Prices.xls" and "House Prices.doc".The excel sheet has data while the word document has questions based on the data

Step 2: Answer the questions and write the answers in the space given below each question. Do not use Calculator, use ONLY EXCEL

Step 3: Once you are done, save the word document as 'House Prices Roll No. ", close it and mail it to 'agnelexcel@gmail.com'

Section 3: Situation Analysis

Step 1: Open the file titled, "Situation Analysis".doc .

Step 2: Read the situation, answer the questions at the end.

Step 3: Once done, save the file as 'situational Analysis Roll No'.and mail it to 'data.agnels@gmail.com