

**KERALA GOVERNMENT TECHNICAL
EXAMINATIONS
(COMMERCE GROUP)SYLLABUS**

REVISION 2022

(GO(Ms) No. 403/2022/HEdn, Thiruvananthapuram, dated 20/08/2022)

COURSE OBJECTIVES

Students will be able to:

1. Type neatly and accurately with minimum speed as prescribed in each paper without mistakes
2. Understand spelling, punctuation, printer's correction, common abbreviation, etc while preparing fair copies for signature.
3. Understand spacing - between words, after a full stop, interrogation sign, exclamation mark, colon, quotation, hyphen, coma, semi-colon, opening and closing brackets etc.
4. Understand the standard format of various types of documents mentioned in the syllabus.
5. Format the document using various tools in word processing application and spreadsheet application.
6. Understand the basic functional equations in spreadsheet and its usage in preparing documents.

SUBJECTS OF STUDY AND SCHEME OF EVALUATION AT A GLANCE

Sl. No.	Subject Name	Max. Marks	Min. Marks required to pass
1	TYPEWRITING AND WORD PROCESSING ENGLISH LOWER - PAPER I (SPEED)	100	40
2	TYPEWRITING AND WORD PROCESSING ENGLISH LOWER- PAPER II (DOCUMENTATION)	100	40
3	TYPEWRITING AND WORD PROCESSING ENGLISH HIGHER- PAPER I (SPEED)	100	40
4	TYPEWRITING AND WORD PROCESSING ENGLISH HIGHER - PAPER II (DOCUMENTATION)	100	40
5	TYPEWRITING AND WORD PROCESSING MALAYALAM LOWER- PAPER I (SPEED)	100	40
6	TYPEWRITING AND WORD PROCESSING MALAYALAM LOWER - PAPER II (DOCUMENTATION)	100	40
7	TYPEWRITING AND WORD PROCESSING MALAYALAM HIGHER- PAPER I (SPEED)	100	40
8	TYPEWRITING AND WORD PROCESSING MALAYALAM HIGHER - PAPER II (DOCUMENTATION)	100	40

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TYPEWRITING AND WORD PROCESSING ENGLISH (LOWER)

Subject Name	Time for Examination	Max Marks	Minimum Marks required to pass
Typewriting and Word Processing English Lower Paper I (Speed)	10 minutes	100	40
Typewriting And Word Processing English Lower Paper II (Documentation)	1 hour	100	40
Total Marks		200	

TYPEWRITING AND WORD PROCESSING ENGLISH LOWER PAPER I (SPEED)

TOPICS OF STUDY

Practise typing neatly and accurately with minimum speed of 40 words per minute without mistakes such as omission, spelling mistakes, wrong spacing etc.

TEST

An ordinary printed passage, without heading, not exceeding 3 paragraphs, with minimum Capital letters, a few figures (if necessary) consisting of 2000 strokes (40 wpm) shall be provided to candidates. The candidates have to type the same using a Typing Evaluator Software in a computer. Special attention shall be paid to the accuracy and neatness.

Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. Single space should be provided after hyphen, coma and semi-colon. Single space should be provided before opening quotation and opening bracket and after closing quotation and closing bracket. Two spaces should be provided after a full stop, interrogation sign, exclamation mark and colon.

EVALUATION

Evaluation shall be based on neat and accurate typing at a minimum speed of 40 words per minute. Mistakes are - Omissions, Spelling mistakes, Wrong spacing etc. Each mistake is treated as a stroke mistake. Five stroke mistakes are treated as a full mistake. (Number of full mistake(s) = Total stroke mistakes ÷ 5)

Marks will be awarded to the candidate only after considering the mistakes mentioned as per the following table:-

Full Mistakes	Marks	Full Mistakes	Marks
0	100	11	76
1	98	12	72
2	96	13	68
3	94	14	64
4	92	15	60
5	90	16	56
6	88	17	52
7	86	18	48
8	84	19	44
9	82	20	40
10	80		

The ability to type neatly and accurately with not more than 5% of errors or omissions (20 full mistakes) will be evaluated. **Minimum marks required for a pass is 40 out of 100.**

TYPEWRITING AND WORD PROCESSING ENGLISH LOWER -PAPER II (DOCUMENTATION)

TOPICS OF STUDY

Acquiring knowledge about the format of various types of documents such as Simple Statement, Business Letters, Official Letters (Govt. Offices, Secretariat, Autonomous Bodies etc.), Private & Professional Letters, Government Order/ Circular etc.

Practising various types of documents such as Simple Statements, Business Letters, Official letters (Govt. Offices, Secretariat, Autonomous Bodies etc.), Private & Professional, Government Order, Circular, Tender notice, Advertisement Notice etc.

Special attention shall be given to correctness of format, alignment, neatness etc.

Content

Fundamentals of Computer- Application and usage- Classification- Hardware/software- input devices/output devices- Printers -Types of printers etc.

Open Office Writer / Libre Office Writer –components - application and usages - main features - know your keyboard - create and open a file - cut, copy, paste, delete - inserting pages – formatting - text alignment and spacing – page margin - tab setting – tables - header and footer – frames - order/arrange - bullet and numbering - word art - clip art - border and shading – column - drop cap - page break - page number - date and time – symbols - wrap text - mail merge - print preview – print.

TEST

It is intended to serve as a test of the candidate's knowledge about spelling, punctuation, printer's correction, common abbreviation while preparing fair copies for signature. The passage or document associated with question paper shall include mistakes which are to be identified / corrected by the candidate. The question paper containing 4 questions shall be provided as follows:

1. Three questions in manuscript form
2. One question for document designing

Candidates shall type neatly and accurately in proper format using a computer word processor (Open Office Writer / Libre Office Writer), within the prescribed time. The format of the various types of documents shall be strictly followed.

Marks shall be awarded as per the criteria below:

Q. No.1	Simple Statement	20 Marks
Q. No.2	Business Letters, Official Letters (Govt. Offices, Secretariat, Autonomous bodies etc.), Private & Professional Letters, etc (Any one of the above letters)	25 Marks
Q. No.3	Government order / Circular	25 Marks

Q. No.4	Students should design a given document in the same style using various tools.	30 Marks
	Total	100 Marks

EVALUATION

While evaluating the following points shall be strictly adhered to:-

1. The correctness of the format of the document (Simple Statement, Business Letters, Official Letters, Private & Professional Letters, Government Order, Circular etc.).
2. The ability of the candidate to read manuscript, expand abbreviations, correction of spelling mistakes, printer's correction, punctuations etc.
3. The knowledge of the candidate to use various tools in word processing application.
4. Correctness and neatness of the prepared document.

Minimum marks required for a pass is 40 out of 100.

CLASSIFICATION OF RESULT

Separate minimum of 40% marks is required for a pass in each paper. Classification of result is based on the aggregate marks as shown below.

Secured Marks	Result
≥ 70	Passed with First Class
40 - 69	Passed with Second Class
<40	Failed

TYPEWRITING AND WORD PROCESSING ENGLISH HIGHER

Subject Name	Time for Examination	Maximum Marks	Minimum Marks required to pass
Typewriting and Word Processing English Higher Paper I (Speed)	10 minutes	100	40
Typewriting And Word Processing English Higher Paper II (Documentation)	1 ½ hours	100	40
Total		200	

TYPEWRITING AND WORD PROCESSING ENGLISH HIGHER - PAPER I (SPEED)

TOPICS OF STUDY

Practise typing neatly and accurately with minimum speed of 50 words per minute without mistakes such as omission, spelling mistakes, wrong spacing, etc.

TEST

An ordinary printed passage, without heading, not exceeding 3 paragraphs, with minimum Capital letters, a few figures (if necessary) consisting of 2500 strokes (50 wpm) shall be provided to candidates. The candidates have to type the same using a Typing Evaluator Software in a computer. Special attention shall be paid to accuracy and neatness.

Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. Single space shall be provided after hyphen, comma and semi-colon. Single space shall be provided before opening quotation and opening bracket and after closing quotation and closing bracket. Two spaces shall be provided after a full stop, interrogation sign, exclamation mark and colon.

SCHEME OF EVALUATION

Evaluation shall be based on neat and accurate typing at a minimum speed of 50 words per minute. Mistakes are - Omissions, Spelling mistakes, Wrong spacing etc. Each mistake is treated as a stroke mistake. Five stroke mistakes are treated as a full mistake. (Number of full mistake(s) = Total stroke mistakes ÷ 5)

Marks will be awarded to the candidate only after considering the mistakes mentioned as per the following table:-

No. of Full Mistakes	Marks	No. of Full Mistakes	Marks
0	100	13	74
1	98	14	72
2	96	15	70
3	94	16	67
4	92	17	64
5	90	18	61
6	88	19	58
7	86	20	55
8	84	21	52
9	82	22	49
10	80	23	46
11	78	24	43
12	76	25	40

The ability to type neatly and accurately with not more than 5% of errors or omissions (25 full mistakes) will be evaluated. **Minimum marks required for a pass is 40 out of 100.**

TYPEWRITING AND WORD PROCESSING ENGLISH HIGHER - PAPER II (DOCUMENTATION)

TOPICS OF STUDY

1. Acquiring knowledge about the format of various types of documents as mentioned in (2) and (3) below

2. Practising Advanced Statistical Table with vertical heading, D.O letter, Proceedings, Invoice, Notification, Memorandum, Legal notice, Government order, Circular, Tender Notice, Advertisement etc. Special attention shall be given to correctness of format, alignment, neatness etc.

3. Practising spreadsheet applications

Introduction - Parts of spreadsheet window - Concept of worksheet and workbook - Navigating through workbook and moving within worksheet - create, save, open and close application-Adding, Removing, renaming - worksheet, rows and columns - Inserting, moving, renaming, and deleting a worksheet - Inserting, selecting, adjusting and deleting rows and columns - Data - entering, types of data - Formatting cells - Changing Name, Time, Date, Currency etc -Sorting and filtering - Advanced filtering-- Conditional formatting - Statistical function - Logical function - Date and time function- Chart - creating a chart- formatting the chart-Protect sheet/workbook- Page setup- page break-Print - print area etc.

TEST

It is intended to serve as a test of the candidate's knowledge about spelling, punctuation, printer's correction, common abbreviation while preparing fair copies for signature. The passage or document associated with question paper shall include mistakes which are to be identified / corrected by the candidate. The question paper containing 4 questions shall be provided as follows:

1. Two questions in manuscript form (Word Processor)
2. Two questions (Spreadsheet application)

Candidates shall type neatly and accurately in proper format using Open Office / Libre Office Writer and Calc, within the prescribed time. The format of the various types of documents shall be followed.

Marks shall be awarded as per the criteria below:

Q. No 1	Type an advanced statistical table with vertical heading	20 Marks
Q. No 2	D.O. Letter, Proceeding, Invoice, Notification, Memorandum, Legal Notice, etc (Any One of the above)	20 Marks
Q. No 3	Prepare a spreadsheet as per information and data given and complete it by using formulae as per direction	30 Marks

Q. No 4	Prepare a spreadsheet as per information and data given and complete it by using logical functions as per direction	30 Marks
	Total	100 Marks

EVALUATION

While evaluating the following points shall be strictly adhered to:-

1. The correctness of the format of the document (Statistical Table with vertical heading, D.O letter, Proceedings, Invoice, Notification, Memorandum, Legal notice, Government order, Circular, Tender Notice, Advertisement, etc).
2. The ability of the candidate to read manuscript, expand abbreviations, correction of spelling mistakes, printer's correction, punctuations etc.
3. The knowledge of the candidate to use various tools in word processing application and spread sheet application.
4. Correctness and neatness of the prepared document.

Minimum marks required for a pass is 40 out of 100.

CLASSIFICATION OF RESULT

Separate minimum of 40% marks is required for a pass in each paper. Classification of result is based on the aggregate marks as shown below.

Secured Marks	Result
≥ 70	Passed with First Class
40 - 69	Passed with Second Class
<40	Failed

TYPEWRITING AND WORD PROCESSING MALAYALAM - LOWER

Subject Name	Time for Examination	Max. Marks	Min. Marks required to pass
Typewriting and Word Processing Malayalam Lower - Paper I (Speed)	10 minutes	100	40
Typewriting and Word Processing Malayalam Lower - Paper II (Documentation)	1 hr 10 minutes	100	40
Total Marks		200	

TYPEWRITING AND WORD PROCESSING MALAYALAM LOWER – PAPER I (SPEED)

TOPICS OF STUDY

Familiarization of Malayalam Keys in computer using inscript / Typewriter keyboard. Practise typing neatly and accurately with minimum speed of 125 characters per minute without mistakes such as omission, spelling mistakes, backspacing, wrong spacing etc.

TEST

An ordinary printed Malayalam passage, without heading, not exceeding 3 paragraphs, with a few figures (if necessary) consisting of 1250 characters (25 wpm) shall be provided to candidates. The candidates have to type the same using a Typing-Evaluator Software in a computer. Special attention should be paid to accuracy and neatness.

Five characters / space will be counted as a word. Single space shall be provided after hyphen, coma and semi-colon. Single space shall be provided before opening quotation and opening bracket and after closing quotation and closing bracket. Two spaces shall be provided after a full stop, interrogation sign, exclamation mark and colon.

SCHEME OF EVALUATION

Evaluation shall be based on neat and accurate typing at a minimum speed of 25 words per minute. Mistakes are - Omissions, Spelling mistakes, Wrong spacing etc. Five character mistakes are treated as a full mistake. (Number of full mistake(s) = Total character mistakes ÷ 5)

Marks will be awarded to the candidate only after considering the mistakes mentioned in the following table:-

Full Mistakes	Marks	Full Mistakes	Marks
0	100	7	73
1	97	8	67
2	94	9	61
3	91	10	55
4	88	11	49
5	85	12	43
6	79	12.5	40

The ability to type neatly and accurately with not more than 5% of errors or omissions shall be evaluated. (12.5 mistakes) **Minimum marks required for a pass is 40 out of 100.**

TYPEWRITING AND WORD PROCESSING MALAYALAM LOWER - PAPER II (DOCUMENTATION)

TOPICS OF STUDY

1. Acquiring knowledge about the format of various types of documents such as Business Letters, Official Letter, Secretariat Letters, D.O Letters, Letter forms of Autonomous Bodies, Government Orders, Proceedings, Circulars / Notices /Tender Notice/Notification etc
2. Practising of various types of documents such as Business Letters, Official Letter, Secretariat Letters, D.O Letters, Letter forms of Autonomous Bodies, Government Orders, Proceedings, Circulars / Notices /Tender Notice/Notification etc

Special attention shall be given to correctness of format, alignment, neatness etc.

Content:

Word Processing

Basics of word processing (Open Office Writer / Libre Office Writer) - Starting Malayalam Application and activating Malayalam - Switching between Malayalam and English Keyboard – Opening, Saving, Copying and Deleting documents

Editing documents

Editing documents - Typing text, inserting, copying, cutting, pasting etc. - Formatting text using different fonts, font styles, font size, font colour, underline, underline colour, effects using toolbars and shortcut keys - Formatting text using Paragraph option – indent and spacing (General, Indentation and spacing) – Line and page breaks (Pagination, formatting exceptions, text box options)

Insert

Cover page, blank page, page break, table, picture, clipart, shapes, smart art, chart, header, footer, page number, text box, word art, drop cap, signature line, date and time, object.

Page Layout

Margins – Custom margin options – Orientation portrait Landscape – Different page sizes – water mark – page borders

Insert end notes & footnotes

Creating indexes and references - Mail Merge – find and replace – spelling and grammar – bullets and numbering

Print

Print Preview – Print properties

Managing Tables

Cut, copy & paste text in cells – Insert columns to right, left – Insert rows above and below – Insert Cells – Delete rows and columns – Row height and Column width - Split cells – Borders and shadings – Text Direction – Cell alignment – Auto fit – Table properties – Merging of cells.

TEST

It is intended to serve as a test of the candidate's knowledge about spelling, punctuation, printer's correction, common abbreviation while preparing fair copies for signature. The passage or document associated with question paper shall include mistakes which are to be identified / corrected by the candidate. The question paper containing 4 questions shall be as follows:

1. Three questions in manuscript form
2. One question for document designing

Candidates shall type neatly and accurately in proper format, within the prescribed time.

Marks shall be awarded as per the criteria below:

Q. No.1	A document with Running text, Tables, Pictures, Shapes etc from the question given.	30 Marks
Q. No.2.	Business Letters/Official Letters/Secretariat Letters/D.O Letters/Letter forms of Autonomous Bodies, etc (Any one of the above)	20 Marks
Q. No.3.	Government Orders/Proceedings (Any one of the above)	30 Marks
Q. No.4.	Circulars/Notices/Tender Notice/Notification (Any one of the above)	20 Marks

While evaluating the following points shall be strictly adhered to:-

1. The correctness of the format of the document (Business Letters, Official Letters, Secretariat Letters, D.O Letters, Letter forms of Autonomous Bodies, Government Orders, Proceedings, Circulars, Notices, Tender Notice, Notification etc.).
2. The ability of the candidate to read manuscript, expand abbreviations, correction of spelling mistakes, printer's correction, punctuations etc.
3. The knowledge of the candidate to use various tools in word processing application and spread sheet application.
4. Correctness and neatness of the prepared document.

The ability to type neatly and accurately with not more than 5% of errors or omissions shall be evaluated. **Minimum marks required for a pass is 40 out of 100**

CLASSIFICATION OF RESULT

Separate minimum of 40% marks is required for a pass in each paper. Aggregate marks in all subjects is considered for result classification as shown below:-

Secured Marks	Result Classification
≥ 70	Passed with First Class
40 - 69	Passed with Second Class
< 40	Failed

TYPEWRITING AND WORD PROCESSING MALAYALAM HIGHER

Subject Name	Time for Examination	Max. Marks	Min. Marks Required to Pass
Typewriting and Word Processing Malayalam Higher - Paper I (Speed)	10 minutes	100	40
Typewriting and Word Processing Malayalam Higher - Paper II (Documentation)	1 hour and 45 minutes	100	40
Total Marks		200	

TYPEWRITING AND WORD PROCESSING MALAYALAM HIGHER – PAPER I (SPEED)

TOPICS OF STUDY

Practising Malayalam (Inscript / Typewriter) keyboard in computer and acquiring a minimum speed of 175 characters per minute without mistakes such as omission, spelling mistakes, backspacing, wrong spacing etc.

TEST

An ordinary printed Malayalam passage, without heading, not exceeding 3 paragraphs, with a few figures (if necessary) consisting of 1750 characters (35 wpm) shall be provided to candidates. The candidates have to type the same using a Typing Evaluator Software in a computer. Special attention shall be paid to accuracy and neatness.

Five characters / space will be counted as a word. Single space should be provided after hyphen, coma and semi-colon. Single space should be provided before opening quotation and opening bracket and after closing quotation and closing bracket. Two spaces should be provided after a full stop, interrogation sign, exclamation mark and colon.

SCHEME OF EVALUATION

Evaluation shall be based on neat and accurate typing at a minimum speed of 35 words per minute. Mistakes are - Omissions, Spelling mistakes, Wrong spacing etc. Five character mistakes are treated as a full mistake. (Number of full mistake(s) = Total character mistakes ÷ 5)

Marks shall be awarded to the candidate based on the mistakes mentioned in the following table:-

No. of Full Mistakes	Marks	No. of Full Mistakes	Marks
0	100	10	75
1	97.5	11	72.5
2	95	12	70
3	92.5	13	65
4	90	14	60
5	87.5	15	55
6	85	16	50
7	82.5	17	45
8	80	17.5	40
9	77.5		

The ability to type neatly and accurately with not more than 5% of errors or omissions (17.5 full mistakes) will be evaluated. **Minimum marks required for a pass is 40 out of 100.**

TYPEWRITING AND WORD PROCESSING MALAYALAM HIGHER - PAPER II (DOCUMENTATION)

TOPICS OF STUDY

1. Acquiring knowledge about the format of various types of documents as mentioned in (2) and (3) below
2. Practising various types of documents such as Business Letters, Official Letters, Secretariat Letters, D.O Letters, Letter forms of Autonomous Bodies, Government Orders, Proceedings, Circulars, Salary Sheet, Mark Lists, Invoices etc. Special attention shall be given to correctness of format, alignment, neatness etc.
3. Practising spreadsheet applications and creating documents such as Salary Sheet, Mark Lists, Invoices etc.

CONTENT

Word Processing (Open Office / Libre Office)

Candidate should be well acquainted with shortcut keys in formatting documents (frequently used shortcut keys, Ribbon keyboard shortcuts, navigate document with shortcut keys, Preview and Print documents shortcut keys, select the text shortcut keys, Edit text shortcut keys, Align and format shortcut keys, Format characters shortcut keys, Insert special characters shortcut keys, work with tables shortcut keys).

SpreadSheet

Opening, Saving, Copying and Deleting documents –spreadsheet file and work sheets – Insert, rename and delete work sheet – Insert and delete rows and columns in worksheet – Modify row height and column width - Formatting cells – Formatting rows and columns – alignment – wrap text & Merge and Centre.

Insert

Table, different types of charts - different types of text

Page Layout

Margins – Orientation – size – print area – Print Titles – Grid lines

Formulae

Auto Sum – Average – Basic arithmetic calculations using cell address

Data

Sort – Filter – Advanced filter

TEST

Candidates shall type neatly and accurately in proper format, within the prescribed time. The format of the various types of documents shall be strictly followed.

It is intended to serve as a test of the candidate's knowledge about spelling, punctuation, printer's correction, common abbreviation while preparing fair copies for signature. The passage or document associated with question paper shall include mistakes which are to be identified / corrected by the candidate. The question paper shall be as follows:

1. Three questions in manuscript form (Word Processor)
2. One question (Spreadsheet application)

Marks shall be awarded as per the criteria below:

Q. No.1	A document with Running text, Tables, Pictures, Shapes etc.	(30 Marks)
Q. No.2	Business Letters/Official Letters/Secretariat Letters/D.O Letters/Letter forms of Autonomous Bodies, etc (Any one of the above)	(20 Marks)
Q. No.3	Government Orders/Proceedings/Circulars (Any one of the above)	(20 Marks)
Q. No.4	Preparation of statements such as Salary Sheet, Mark Lists, Invoices etc. (Partial data should be given and rest should be calculated by the candidate using functions in the spreadsheet).	(30 Marks)

SCHEME OF EVALUATION

While evaluating the following points shall be strictly adhered to:-

1. The correctness of the format of the document (Business Letters, Official Letters, Secretariat Letters, D.O Letters, Letter forms of Autonomous Bodies, Government Orders, Proceedings, Circulars, Salary Sheet, Mark Lists, Invoices etc.).
2. The ability of the candidate to read manuscript, expand abbreviations, correction of spelling mistakes, printer's correction, punctuations etc.
3. The knowledge of the candidate to use various tools in word processing application and spreadsheet application.
4. The correctness and neatness of the prepared document.

Minimum marks required for a pass is 40 out of 100.

CLASSIFICATION OF RESULT

Separate minimum of 40% marks is required for a pass in each paper. Aggregate marks in all subjects is considered for result classification as shown below:

Secured Marks	Result Classification
≥ 70	Passed with First Class
40-69	Passed with Second Class
< 40	Failed
