LA

Learn with Anil

OPSC ASO · ODISHA SKILL TESTS

50 MARKS · 1 HOUR · PRACTICAL

OPSC ASO · PAPER IV · SKILL TEST IN COMPUTER APPLICATION (PRACTICAL)

Computer Skill Test

A step-by-step practical guide to Windows, Word, Excel, PowerPoint, Access and the Internet, built from OPSC's own 2022 and 2025 skill-test papers

English Medium | **2026-27 Edition**

2
OPSC papers solved, every task

5 apps
Word · Excel · PowerPoint · Access · Windows

6
full practice tests

INSIDE

01 The skill test: pattern, rules and a one-hour plan
02 Windows: files, folders and saving the right way
03 MS Word I: typing and formatting a passage
04 MS Word II: equations, captions, tables and pictures
05 MS Excel I: formulas and functions
06 MS Excel II: sorting, charts and conditional formatting
07 MS PowerPoint: slides, charts, shapes and the Slide Master
08 MS Access I: databases, tables and relationships
09 MS Access II: queries, SQL view, forms and reports
10 Computer basics and the Internet: short answers in 30 words
11 Six full practice tests with answers
12 Keyboard shortcuts and the last-day checklist



Jupudi Anil Kumar
UPSC faculty & mentor

FREE PYQ PRACTICE
learnwithanil.in

About this book



Jupudi Anil Kumar

UPSC faculty & mentor · 1000+ hours of civil-services teaching

learnwithanil.in · Instagram @learn_with_anil06

This book is for the **Skill Test in Computer Application (Practical)**, Paper IV of the OPSC Assistant Section Officer (ASO) exam. You take it only after you clear the 400-mark written test, and it decides whether all that work turns into a job: it is **qualifying**, so you must reach the cut-off mark or you are out, however well you did in the written papers.

Exam	Test	What it asks
OPSC ASO (Odisha Secretariat; Office of the Advocate General)	Paper IV, 50 marks, 1 hour, 5 questions	Word, Excel, PowerPoint, Access and Windows tasks on a computer, saved in a folder and printed
OSSC and OSSSC posts with a "basic computer skill" test	Practical test, usually 50 marks	Windows file work, a Word paragraph, a 2–3 slide PowerPoint, an Excel sheet

How OPSC asks it. OPSC has published two recent papers: the ASO skill test of **2022** and the ASO (Office of the Advocate General) skill test of **2025**. Both are in this book, word for word, and **every task in them is solved step by step** in the chapter where it belongs. They show three things: every question is a set of small, precise tasks (a font size, a file name, a chart type); MS Access comes every time; and the Word question can include equations and captions, not just a plain paragraph.

How each chapter works

- **Ribbon paths** like `Home` › `Paragraph` › `Line spacing` › `1.5` and **keys** like `Ctrl` + `S` tell you exactly where to click.
- **Mock-ups** of the Excel sheet, the slide, the Word page and the Access design grid show what your finished answer should look like.
- **From the OPSC paper** boxes solve OPSC's real tasks. **What the examiner checks** boxes list what to verify before you move on, and **Trap** boxes show the mistakes that cost marks.
- A **meme break**, a **Quick revision** list and **practice tasks** close each chapter.

What is inside. Twelve chapters (see the contents): the test and a one-hour plan, then Windows, Word, Excel, PowerPoint and Access, the short-answer theory OPSC asked in 2025, **six full practice tests with answers**, and a shortcut sheet for the last day. Steps are written for **Microsoft Office 2016, 2019, 2021 and Microsoft 365** (the ribbon is the same); where Office 2010 or 2013 differs, a note says so.

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

Contents

01 The skill test: pattern, rules and a one-hour plan –

02 Windows: files, folders and saving the right way –

03 MS Word I: typing and formatting a passage –

04 MS Word II: equations, captions, tables and pictures –

05 MS Excel I: formulas and functions –

06 MS Excel II: sorting, charts and conditional formatting –

07 MS PowerPoint: slides, charts, shapes and the Slide Master –

08 MS Access I: databases, tables and relationships *(in this sample)* 3

09 MS Access II: queries, SQL view, forms and reports –

10 Computer basics and the Internet: short answers in 30 words –

11 Six full practice tests with answers –

12 Keyboard shortcuts and the last-day checklist –

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

CHAPTER 8

MS Access I: databases, tables and relationships

Syllabus: MS Access · Covers: database ideas, creating a database (.accdb and .mdb), data types and field sizes, Design View and field properties, the primary key, the Lookup Wizard, OLE Object photos, entering records, one-to-many relationships, and the table parts of OPSC 2022 Q2, 2022 Q5 and 2025 Q4

Access is where most candidates lose this test, because they have never opened it. OPSC has set an Access question **every time**: two of the five questions in 2022, one in 2025. The good news is that the Access tasks are always the same family: **make a table in Design View, fill a few records, join two tables, then build a query, a form and a report** (Chapter 9). Learn the twenty steps in these two chapters and the Access question becomes your safest 10 marks.

8.1 Database words in one table

Word	Meaning	Example
Database	One Access file holding tables, queries, forms and reports	school.mdb, 2501234.accdb
Table	Where the data is stored, in rows and columns	student info, Books
Field	A column: one kind of information	Name, DOB, YearPublished
Record	A row: everything about one item	one student, one book
Primary key	The field whose value is different for every record; shown with a 🔑	BookID, ID
Foreign key	A field that holds another table's primary key, to link the two	Tbl_Marks.Applicant_Id
Query	A question to the data: chosen fields, a sort, a condition	books after 2010
Form	A screen for typing and viewing records one at a time	BookEntry
Report	A formatted printout of the data	list of all students
Navigation Pane	The list of all objects on the left	—

Access **saves records by itself** as you move from one row to the next. What you must save (with `Ctrl` + `S` and a name) are the **objects**: tables, queries, forms and reports.

8.2 Create the database file

1. Open Access › **Blank database** (in Access 2010: Blank Database; in 365: Blank database).
2. Next to **File Name**, click the small **folder icon** (Browse).
3. Go to **Desktop › your roll-number folder**. Type the file name (e.g. `2501234`, or `school` if the question names it).
4. **Save as type:**
   - normal: **Microsoft Access 2007–2016 Databases (*.accdb)** (the wording of the year varies by version);
   - if the question asks for **.mdb** (OPSC 2022: "school.mdb"): **Microsoft Access Databases (2002–2003 format) (*.mdb)**.
5. OK › **Create**. Access opens a new table, Table1, in Datasheet View.

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

To change an existing .accdb into .mdb later: File › Save As › Save Database As › Access 2002-2003 Database (*.mdb) › Save As. To close the database at the end: File › Close.

> **ONE DATABASE, SEVERAL TABLES**
>
> A question that says "create a database … and perform the following tasks" wants **one** database file with all its tables, queries, forms and reports inside it. If two questions each say "create a database" (OPSC 2022 Q2 and Q5), make two files: the name given (school.mdb) for one, and the roll number for the other.

8.3 Data types and field sizes

Data type (Access 2013+)	Old name	Holds	Notes
Short Text	Text	Words and codes up to **255** characters	Set **Field Size** (e.g. 40, 100). Use it for roll numbers and phone numbers too.
Long Text	**Memo**	Long notes	"memo" in a question = Long Text
Number	Number	Numbers you calculate with	Choose **Field Size** (table below)
Date/Time	Date/Time	Dates and times	Set **Format** (e.g. `dd-mm-yyyy`)
Currency	Currency	Money	₹ shown by the computer's region settings
AutoNumber	AutoNumber	1, 2, 3… filled in by Access	Best for ID fields; you cannot type into it
Yes/No	Yes/No	Tick box	—
OLE Object	OLE Object	A picture or file stored inside the record	Photos (8.6)
Attachment	—	Files attached to a record	Newer alternative to OLE Object; not in .mdb
Hyperlink	Hyperlink	Web or e-mail address	—
Calculated	—	A value worked out from other fields	e.g. [Price]*[Qty]
Lookup Wizard…	—	Not a type: a wizard that makes a drop-down list	8.5

Number field sizes (in Field Properties › Field Size):

Field Size	Holds	Use for
Byte	0 to 255, whole numbers	Class (1–12)
Integer	−32,768 to 32,767, whole numbers	Years, small counts
Long Integer (default)	about ±2.1 billion, whole numbers	IDs, **foreign keys that point to an AutoNumber**, population
Single / **Double**	Numbers with decimals	Marks like 78.5
Decimal	Decimals with fixed precision and scale	Exact decimals

8.4 Design View: building a table field by field

"Using Design View only" (OPSC 2022 Q5) means you must define the fields in Design View, not by typing column headings in the datasheet.

1. Create › Tables › Table Design. An empty grid opens: **Field Name | Data Type | Description**.

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

2. Type the first field name › `Tab` › pick the Data Type from the list › `Tab` › (optional) a description.
3. With the field's row selected, set its **Field Properties** in the bottom half (General tab): **Field Size**, **Format**, **Decimal Places**, **Validation Rule**, **Default Value**, **Required**.
4. Repeat for every field.
5. **Primary key:** click the row of the key field (e.g. ID) › **Table Design** › **Tools** › **Primary Key** (Access 2010–2016: **Design** tab under Table Tools). A 🔑 appears.
6. `Ctrl` + `S` › type the **table name** exactly as asked (e.g. `Tbl_Applicant`) › OK.
7. To type records: **Home** › **Views** › **View** › **Datasheet View** (and back with **Design View**).

If you save without a primary key, Access asks *"Do you want to create a primary key now?"*. **Yes** adds a field called ID (AutoNumber) as the key; **No** saves the table as it is. When a question lists the fields exactly and names no key, **No** keeps the table exactly as specified.

Field properties you will meet

Property	Example	What it does
Field Size (Short Text)	100	Up to 100 characters
Field Size (Number)	Long Integer, Single	Kind of number (8.3)
Format (Date/Time)	`dd-mm-yyyy` (type it)	Shows 26-01-2027
Format (Number)	Fixed	Shows a fixed number of decimals
Decimal Places	1	78.5
Input Mask	Short Date 99/99/0000 (Input Mask Wizard via the … button)	Guides typing
Validation Rule + Validation Text	`>=0 And <=100` / "Marks must be 0 to 100"	Refuses wrong entries with your message
Default Value	`"Junior"`, `Date()`	Filled in automatically
Required	Yes	The field cannot be left empty
Indexed	Yes (No Duplicates)	No two records may repeat the value

8.5 The Lookup Wizard: a drop-down list of fixed values

OPSC 2022 Q2: *Status — Lookup wizard — two values: "Senior", "Junior"*.

1. In Design View, type the field name `Status`; in Data Type choose **Lookup Wizard…**.
2. Choose **I will type in the values that I want** › Next.
3. Number of columns: 1. Type `Senior` in the first row, `Junior` in the second › Next.
4. Label: Status. Tick **Limit To List** if you want only these two values allowed › **Finish**.
5. The data type now shows *Short Text*, and the **Lookup** tab of Field Properties shows Row Source: "Senior";"Junior". In Datasheet View the field has a drop-down arrow.

8.6 OLE Object: putting a photo in a record

1. Make the field (e.g. `Photo`) with data type **OLE Object** and save the table.
2. Datasheet View › right-click the Photo cell of a record › **Insert Object…**.
3. Choose **Create from File** › **Browse** › pick a picture (Pictures folder, or any .jpg/.bmp on the computer) › OK › OK.

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

4. The cell now says *Package* or *Bitmap Image*: that is correct. The datasheet shows the **type** of object; the picture itself appears in a form or report (or by double-clicking the cell).

No picture on the computer? In step 3 choose **Create New › Bitmap Image (Paintbrush Picture)**, draw anything in Paint, and close it.

8.7 Entering and editing records

Task	How
Type a record	Datasheet View; type in each field, `Tab` to the next. AutoNumber fills itself
New record	Go to the last row (marked ✱), or **Home** › **Records** › **New** (`Ctrl` + `+`)
Save a record	Move to another row (Access saves it); `Shift` + `Enter` saves the current record
Delete a record	Click the grey box at the left of the row › `Delete` › Yes
Long Text / dates	Dates as 15-08-2004 or 15/08/2004; the Format decides how they show
Pick from a lookup	Click the arrow in the field
Sort / filter quickly	Click in a field › **Home** › **Sort & Filter** › **Ascending** / **Filter**
Find	`Ctrl` + `F`
Widen a column	Double-click the column border

8.8 Relationships: joining two tables

A relationship links a **primary key** in one table to a **matching field** (foreign key) in another. In OPSC 2022 Q5: one applicant (Tbl_Applicant.ID) has **many** marks rows (Tbl_Marks.Applicant_Id): a **one-to-many** relationship.

1. **Close** the tables (Access cannot create the link while a table is open).
2. **Database Tools** › **Relationships** › **Relationships**.
3. **Show Table** (Access 365: the **Add Tables** pane) › add both tables › Close.
4. **Drag** ID from Tbl_Applicant and drop it **on** Applicant_Id in Tbl_Marks.
5. In **Edit Relationships**, tick **Enforce Referential Integrity**. Relationship Type at the bottom reads **One-To-Many** › **Create**.
6. A line appears with **1** at Tbl_Applicant and ∞ at Tbl_Marks. `Ctrl` + `S` › close the Relationships window.

Matching fields. The two fields must have the **same data type**: an **AutoNumber** primary key matches a **Number** field with Field Size **Long Integer**. With any other size (Integer, Single), Access refuses to enforce referential integrity. Edit Relationships also offers **Cascade Update** and **Cascade Delete**: leave them unless the question asks.

Relationship	Meaning	Example
One-to-one	One record matches one record	Employee — passport details
One-to-many	One record matches many	Applicant — marks; class — students
Many-to-many	Needs a third (junction) table	Students — subjects, through an enrolments table

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

8.9 OPSC 2022 Q5 (a)–(c), solved

ASKED BY OPSC

FROM THE OPSC PAPER · 2022, Q5 (a)–(c)

Create a blank MS Access database and: (a) Create a table **Tbl_Applicant** using **Design View only**: ID, AutoNumber; Applicant_Name, Short Text, Size 100; DOB, Date Time, Format DD-MM-YYYY; Roll_No, Short Text, Size 10. (b) Create **Tbl_Marks**: ID, AutoNumber; Applicant_Id, Integer, Size 100; Subject, Short Text, Size 100; Marks, Decimal Number with one decimal point. (c) Create a **one-to-many relationship** Tbl_Applicant.ID → Tbl_Marks.Applicant_Id. *(Parts d–e: Chapter 9.)*

Steps

1. Access › Blank database › folder icon › roll-number folder › name `2501234` (.accdb) › Create. Close the empty Table1 without saving.
2. Create › Table Design and fill in Tbl_Applicant as below. Make **ID** the primary key. Ctrl + S › `Tbl_Applicant`.
3. Create › Table Design again for Tbl_Marks. Ctrl + S › `Tbl_Marks`.
4. Close both tables › Database Tools › Relationships › add both › drag **ID** onto **Applicant_Id** › Enforce Referential Integrity › Create › Ctrl + S.
5. (Optional but good) Type two applicants and three or four marks rows, so the query in Chapter 9 shows data.

Tbl_Applicant : Table (Design View)

	Field Name	Data Type	Description / properties to set
🔑	**ID**	AutoNumber	Primary key
	Applicant_Name	Short Text	Field Size: 100
	DOB	Date/Time	Format: dd-mm-yyyy
	Roll_No	Short Text	Field Size: 10

Field Properties · General

Field Size (Applicant_Name)	100
Format (DOB)	dd-mm-yyyy (type it; shows 26-01-2001)
Field Size (Roll_No)	10

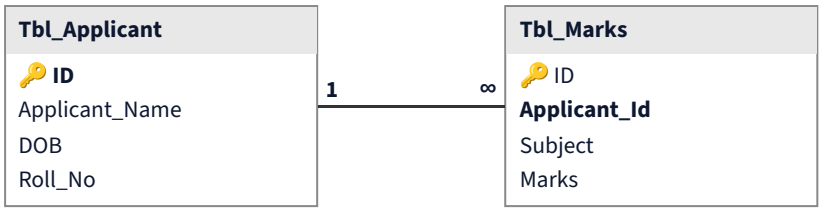
Tbl_Marks : Table (Design View)

	Field Name	Data Type	Description / properties to set
🔑	**ID**	AutoNumber	Primary key
	Applicant_Id	Number	Field Size: Long Integer (foreign key to Tbl_Applicant.ID)
	Subject	Short Text	Field Size: 100
	Marks	Number	Field Size: Single · Format: Fixed · Decimal Places: 1

Field Properties · General

Field Size (Marks)	Single (or Double)
Format (Marks)	Fixed
Decimal Places (Marks)	1

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share



Relationships window · ID (one) → Applicant_Id (many), referential integrity enforced

Two lines of the question need reading carefully.

- *Applicant_Id, Integer, Size 100.* In Access, a number field has no "size 100"; Field Size is a kind of number. Because this field must link to an **AutoNumber**, set it to **Number, Long Integer**. With Integer, step 4 fails to enforce referential integrity. If you want, note "Long Integer chosen to match the AutoNumber ID" in the field's Description.
- *Marks, Decimal Number with one decimal point.* Use **Number** with Field Size **Single** (or Double), Format **Fixed**, Decimal Places **1**. With Field Size Integer, 78.5 would be rounded to 79.

WHAT THE EXAMINER CHECKS

✓ Both tables exist with the exact names **Tbl_Applicant** and **Tbl_Marks**, made in Design View.

✓ Field names spelled exactly (underscores included), right data types, Field Size 100 and 10, DOB format dd-mm-yyyy, Marks with 1 decimal place.

✓ Each ID is AutoNumber and the primary key.

✓ The Relationships window shows the **1—∞** line from ID to Applicant_Id.

8.10 OPSC 2022 Q2 (a)–(b): the school.mdb table

ASKED BY OPSC

FROM THE OPSC PAPER · 2022, Q2 (A)–(B)

Create a database named **"school.mdb"**: (a) a table **"student info"**: Class – Number; Section – Text; Roll no – Number; Name – Text, 40 characters long; Status – Lookup wizard, two values "Senior", "Junior"; Photo – OLE object; DOB – Date/time; Remarks – memo. (b) Fill at least 3 records. *(Queries, form and report: Chapter 9.)*

1. Access › Blank database › folder icon › roll-number folder › File name `school` › Save as type **(2002–2003 format) (*.mdb)** › OK › Create.
2. Create › Table Design and enter the fields below. For Status use the **Lookup Wizard** (8.5).
3. Ctrl + S › `student info` › when asked about a primary key, **No** (the question lists the fields exactly).
4. Datasheet View › type 3 records; insert a photo in each Photo cell (8.6).

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

student info : Table (Design View) · school.mdb			
	Field Name	**Data Type**	**Description / properties to set**
	Class	Number	Field Size: Byte or Integer
	Section	Short Text	Field Size: 1–5
	Roll no	Number	Long Integer
	Name	Short Text	Field Size: 40
	Status	Short Text (Lookup Wizard)	Row Source: "Senior";"Junior"
	Photo	OLE Object	Photos of students
	DOB	Date/Time	Date of birth of students
	Remarks	Long Text	(Memo in Access 2010)

STUDENT INFO · DATASHEET VIEW AFTER (B)

	A	B	C	D	E	F	G	H
1	**Class**	**Section**	**Roll no**	**Name**	**Status**	**Photo**	**DOB**	**Remarks**
2	10	A	1	Smruti Ranjan Das	Senior	Package	12-05-2010	Class monitor
3	9	B	14	Ananya Mohanty	Junior	Package	03-11-2011	Good at drawing
4	10	A	7	Prakash Behera	Senior	Package	21-01-2010	NCC cadet

8.11 OPSC 2025 Q4: the Books table

ASKED BY OPSC

> FROM THE OPSC PAPER · 2025 (ASO, ADVOCATE GENERAL'S OFFICE), Q4 (FIRST PART)
>
> Design a table named **Books** with these fields: **BookID** (AutoNumber, Primary Key), **Title** (Short Text), **Author** (Short Text), **Genre** (Short Text) and **YearPublished** (Number). Add **5 sample book records** manually. *(Form and query: Chapter 9.)*

1. Blank database in the roll-number folder › Create › Table Design.
2. Enter the five fields; make **BookID** the primary key; YearPublished: Number, Field Size **Integer** (or Long Integer).
3. Ctrl + S › Books › Datasheet View › type 5 records. Include some books **after 2010**, so the RecentBooks query has something to show.

Books : Table (Design View)			
	Field Name	**Data Type**	**Description / properties to set**
🔑	**BookID**	AutoNumber	Primary key
	Title	Short Text	
	Author	Short Text	
	Genre	Short Text	
	YearPublished	Number	Field Size: Integer

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

BOOKS · DATASHEET VIEW (5 RECORDS)

	A	B	C	D	E
1	**BookID**	**Title**	**Author**	**Genre**	**YearPublished**
2	1	Chha Mana Atha Guntha	Fakir Mohan Senapati	Novel	1902
3	2	Wings of Fire	A. P. J. Abdul Kalam	Autobiography	1999
4	3	The White Tiger	Aravind Adiga	Novel	2008
5	4	The Ministry of Utmost Happiness	Arundhati Roy	Novel	2017
6	5	Heart Lamp	Banu Mushtaq	Short stories	2025

😂 **MEME BREAK** **Access on exam day**



Candidate: **I'll prepare Access later, Word is enough**



OPSC 2022: **Q2: Access. Q5: Access.**



Candidate: **...20 marks**

👉 Access has come in every OPSC skill test. Practise these two chapters twice.

Quick revision

- Blank database › **folder icon** › roll-number folder › name › **.accdb** (or **.mdb** = 2002–2003 format) › Create.
- Create › Table Design; Field Name, Data Type, Field Properties; 🔑 via Table Design › Primary Key; Ctrl + S › table name.
- Short Text (Text) ≤ 255 with Field Size; Long Text = Memo; Number sizes: Integer, **Long Integer** (for links), **Single/Double** (decimals); Date Format `dd-mm-yyyy`.
- Lookup Wizard › "I will type in the values" › Senior, Junior. OLE Object › right-click › Insert Object › Create from File.
- Relationship: close tables › Database Tools › Relationships › drag PK onto FK › **Enforce Referential Integrity** › Create › 1—∞. AutoNumber matches Number **Long Integer**.

Practice

1. Make `college.accdb` with **Students** (StudentID AutoNumber PK; Name Short Text 50; Gender Lookup Male/Female; DOB Date/Time dd-mm-yyyy; Fee Currency) and **Results** (ResultID AutoNumber PK; StudentID Number Long Integer; Subject Short Text 30; Marks Number Single, 1 decimal, validation 0–100). Link them one-to-many with referential integrity. Enter 4 students and 8 results. Target: 12 minutes.
2. Redo OPSC 2022 Q2 (a)–(b) as school.mdb with photos.
3. Try to enforce a relationship with Applicant_Id set to Integer, read the error, then fix it with Long Integer.

 © Jupudi Anil Kumar · For the purchaser's personal use only · Do not share

LA

Learn with Anil

OPSC ASO · ODISHA SKILL TESTS

That was the free sample.

You have read **Chapter 8**. The full book has **80 pages and 12 chapters**: the test and a one-hour plan, Windows, Word (two chapters), Excel (two chapters), PowerPoint, Access (two chapters), 60 ready 30-word theory answers, **six full practice tests with answers**, and the last-day checklist.

Every task of OPSC's 2022 and 2025 skill-test papers is solved step by step, with mock-ups of the finished answer.

The book is included in the **₹149 All-in-One Pass**, with every previous paper and mock test of every exam on the site, for 12 months.

learnwithanil.in/opsc-aso/notes/

Jupudi Anil Kumar
UPSC faculty & mentor

FREE PYQ PRACTICE
learnwithanil.in