



कम्प्युटर अपरेटर पदको कम्प्युटर सिप परिक्षणको पाठ्यक्रम

प्रयोगात्मक परीक्षा योजना (Practical Examinations Scheme)

विषय	पूर्णाङ्क	परीक्षा प्रणाली	विषयवस्तु शिषक	अंङ्क	समय
कम्प्युटरसीप (Computer skill Test)	२०	प्रयोगात्मक (Practical)	Devnagari Typing	५	५ मिनेट
			English Typing	५	५ मिनेट
			Windows basic and Office package.	१०	१० मिनेट

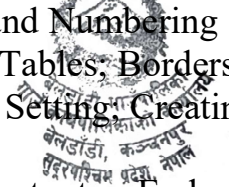
Contents

1. Windows basic

- Introduction of computer
- Basic Windows elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.
- Concept of files and folders
- Searching files and folders
- Driver installations and configurations

2. Word Processing

- Concept of Word Processing
- Creating, Saving, Opening, Previewing and Printing documents; Changing Default settings
- Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars)
- Copying, Moving, Deleting and Formatting text (Font, Size, Color, Alignment, line & paragraph spacing); Finding and Replacing text; Setting Page Layout

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- Creating lists with Bullets and Numbering
 - Creating and Manipulating Tables, Borders and Shading
 - Use of Indentation and Tab Setting, Creating Newspaper Style Documents using Column
 - Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
 - Mail Merge
 - AutoCorrect, Spelling and Grammar Checking, and Thesaurus
 - Security Technique of Documents
 - Familiarity with Devanagari fonts

3. Electronic Spreadsheet

- Concept of Electronic Spreadsheet
- Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- Creating, Opening, Saving, Page Setting, Previewing and Printing Workbook; Changing default options
- Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars)
- Editing, Copying, Moving, Deleting Cell Contents; Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection); Formatting Rows, Column and Sheets
- Using Formula - Relative Cell and Absolute Cell Reference
- Using basic Functions
- Generating Series; Sorting and Filtering Data; Summarizing Data with Sub Totals
- Creating Charts
- Inserting Header and Footer
- Spell Checking
- Importing data from and exporting into other formats
- Familiarity with Devanagari fonts

4. Presentation System

- Introduction to presentation application
- Creating, Opening & Saving Slides
- Formatting Slides

- Slide Show
- Animation
- Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.



5. E-Mail Internet.

- Internet Settings
- Sending and forwarding mails
- printer
- Driver installing and configurations
- Types of printers

नोट: देवनागरी Typing नेपाली Unicode Layout मा गराईने छ ।