

➤ प्रयोगात्मक परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन् ।

S.N.	Topics	No. of Questions	Marks	Time (Minutes)
1	Devnagari/Unicode Typing	1	15	10
2	English Typing	1	5	5
3	Word Processing	1	10	30
4	Electronic Spreadsheet	1	10	
5	Database Management System	1	4	
6	Presentation System	1	3	
7	Webpage Designing	1	3	
	Total	7	50	45

- वस्तुगत बहुउत्तर (Multiple Choice) प्रश्नहरूको उत्तर सही दिएमा प्रत्येक सही उत्तर वापत १ (एक) अङ्क प्रदान गरिनेछ भने गलत उत्तर दिएमा प्रत्येक गलत उत्तर वापत २० प्रतिशत अर्थात् ०.२ अङ्क कट्टा गरिनेछ । तर उत्तर नदिएमा त्यस वापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- लिखित परीक्षाबाट छनोट भएका परीक्षार्थीहरूले मात्र प्रयोगात्मक परीक्षा र अन्तर्वार्तामा भाग लिन पाउने छन् ।
- प्रयोगात्मक परीक्षा र अन्तर्वार्ता यथासम्भव एकै दिन लिइनेछ । प्रयोगात्मक परीक्षामा उत्तीर्ण हुने परीक्षार्थीहरूको मात्र तीनै भागको परीक्षाको प्राप्ताङ्क जोडी योग्यताक्रम अनुसार परीक्षाफल प्रकाशित गरिनेछ ।

राष्ट्रिय परिचय पत्रको लागि विवरण दर्ता अपरेटर (कम्प्युटर अपरेटर) पदको परीक्षाको पाठ्यक्रम

1. Computer Fundamentals

- 1.1. Computer :- Definition, History, Generation, Characteristics, Types & Applications.
- 1.2. Overview of a computer system :-
 - 1.2.1. Data and data processing
 - 1.2.2. Hardware
 - 1.2.2.1. Definition of Hardware
 - 1.2.2.2. Input Unit : - Keyboard, Mouse, Scanner, etc.
 - 1.2.2.3. CPU :- Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU)
 - 1.2.2.4. Output Unit :- Monitor, Printer, etc.
 - 1.2.2.4. Storage devices : Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, DVD, Flash disk, etc.)
 - 1.2.2.6. Others : - Network card, Modem, Sound card, etc.
 - 1.2.3. Software
 - 1.2.3.1. Definition & Types of Software
 - 1.2.3.2. Programming Language
 - 1.2.4. Liveware
 - 1.2.5. Firmware and Cache Memory
- 1.3. Setting & protection of Computer Room and Computer
- 1.4. Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 1.5. Concept of Multimedia
- 1.6. File Management basic :
 - 1.6.1. Physical Structure of the disk
 - 1.6.2. Concept of File and folder
 - 1.6.3. Wildcards and pathname
 - 1.6.4. Type of files and file extensions.
- 1.7. Computer Networking
 - 1.7.1. Introduction to Networking
 - 1.7.2. Types of Network (LAN, MAN, WAN etc)
 - 1.7.3. Concept of E-mail / Internet / Extranet, World Wide Web (WWW)
 - 1.7.4. Familiarity with internet browsers (e.g. Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
 - 1.7.5. Introduction to IP address, subnet mask and default gateway
 - 1.7.6. Introduction to Network Media, Topology and Protocol
 - 1.7.7. Setting Up Microsoft Network
 - 1.7.8. Dial-Up Networking
- 1.8. Number systems
 - 1.8.1. Introduction to binary, octal, decimal and hexadecimal number system
- 1.9. Introduction to ASCII and Unicode standards
- 1.10. IT policy of Nepal
- 1.11. Electronic Transaction Act 2008

2. Operating System

- 2.1. Introduction to Operating System
- 2.2. Types of Operating System
- 2.3. Function of Operating system
- 2.4. Command line operation (e. g copy command, move command to view and set different file attributes etc)
- 2.5. Windows
 - 2.5.1. Introduction to GUI
 - 2.5.2. Introduction of windows Operating System
 - 2.5.2.1. Basic windows Elements- Desktop, Taskbar, My Computer, Recycle Bin, etc.
 - 2.5.2.2. Starting and shutting down Windows

- 2.5.2.3. File Management with Windows Explorer
- 2.5.2.4. Windows applications: (e.g Control Panel, Character Map, Paint etc)
- 2.5.2.5. Finding file of folders and saving the result
- 2.5.2.6. Starting a program by command line operation
- 2.5.2.7. Changing window settings
 - 2.5.2.7.1. Adding/Removing programs
 - 2.5.2.7.2. Clearing the contents of document menu
 - 2.5.2.7.3. Customizing the taskbar
 - 2.5.2.7.4. Control panel items
- 2.5.2.8. Creating shortcut (icons) on desktop
- 2.5.2.9. System tools: - disk scanning, disk defragmenter, backup, restore, format

3. Word Processing

- 3.1. Concept of word Processing
- 3.2. Types of word Processing
- 3.3. Introduction to word Processor
 - 3.3.1. Creating saving and Opening the documents
 - 3.3.2. Elements of word Processing Environment (Menu. Toolbars, Status bar, Rulers. Scrollbars. etc.)
 - 3.3.3. Copying, Moving Deleting and Formatting Text (Font, Size, Color, Alignment, Line & paragraph spacing)
 - 3.3.4. Finding and Replacing Text
 - 3.3.5 Familiar with Devanagari/Unicode
 - 3.3.6. Creating lists with Bullets and Numbering
 - 3.3.7. Creating and Manipulating Tables
 - 3.3.8. Borders and Shading
 - 3.3.9. Use of Indentation and Tab Setting
 - 3.3.10. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File Page break Section break, Graphics, Pictures, Charts, Word Art. Symbols & Organization Chart
 - 3.3.11. Operating & saving different types of document
 - 3.3.12. Changing Default settings
 - 3.3.13. Security Technique of Documents
 - 3.3.14. Mail Merge
 - 3.3.15. Autocorrect, Spelling and Grammar Checking and Thesaurus
 - 3.3.16. Customizing menu and toolbars
 - 3.3.17. Security Technique of Documents
 - 3.3.18. Master Document, Cross Reference, Index, Table of Content.
 - 3.3.19. Setting Page Layout, Previewing and Printing Documents

4. Electronic Spreadsheet

- 4.1. Concept of Electronic Spreadsheet
- 4.2. Types of Electronic Spreadsheet
- 4.3. Organization of Electronic Spreadsheet application (Cell, Rows, Columns, Worksheet, Workbook and workspace)
- 4.4. Introduction to spreadsheet application
 - 4.4.1. Creating, Opening and Saving Work Book
 - 4.4.2. Elements of Electronic Spreadsheet Environment (Menu Toolbars, Status bar Rulers. Scrollbars etc)
 - 4.4.3. Editing, Copying Moving Deleting Cell Contents
 - 4.4.4. Familiar with Devnagari Fonts
 - 4.4.5. Formatting Cells (Font ,Border, Pattern, Alignment, Number and Protection)
 - 4.4.6. Formatting Rows, Column and sheets
 - 4.4.7. Using Formula- Relative cell and Absolute Cell Reference
 - 4.4.8. Using basic Functions
 - 4.4.9. Generating Series

- 4.4.10. Changing default options
- 4.4.11. Sorting and Filtering Data
- 4.4.12. Summarizing Data with Sub Totals
- 4.4.13. Creating Chart
- 4.4.14. Inserting Header and Footer
- 4.4.15. Spell Checking
- 4.4.16. Customizing Menu & Toolbars
- 4.4.17. Importing form and Exporting in to other Formats
- 4.4.18. Pivot Table, Goal Seek, Scenario & Audit
- 4.4.19. Page Setting, Previewing and Printing

5. Database System

- 5.1. Introduction to Data, Database and DBMS
- 5.2. Basic Concept of Tables, Fields, Records, Relationships and Indexing
- 5.3. Introduction to database application
 - 5.3.1. Data Types
 - 5.3.2. Creating Modifying & Deleting Tables and Formatting & Validating Field Data
 - 5.3.3. Creating Modifying, Deleting & Using simple Queries
 - 5.3.4. Creating, Modifying & Deleting Forms/ Reports/ Macros

6. Presentation System

- 6.1. Introduction to presentation application
 - 6.1.1. Creating, Opening & Saving Slides
 - 6.1.2. Formatting Slides
 - 6.1.3. Slide show
 - 6.1.4. Animation
 - 6.1.5. Inserting Built- in picture, Table, Chart, Graphs Organization Chart etc.

7. Web Technology

- 7.1. Introduction to Web Page and Content Management System
- 7.2. Introduction to HTML
 - 7.2.1. HTML document
 - 7.2.2. Tags
 - 7.2.3. Skeleton & Flesh
 - 7.2.3.1. Text
 - 7.2.3.2. Hyperlinks
 - 7.2.3.3. Images
 - 7.2.3.4. Lists & Forms
 - 7.2.3.5. Tables
 - 7.2.3.6. Frames