

## कम्प्युटर प्रयोगसम्बन्धी ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम

पद : आर्थिक उप नियन्त्रक (खुला प्रतियोगिता)

पूर्णाङ्क : ३०

उत्तीर्णाङ्क : १५

- Basic Knowledge of operating systems  
eg. Microsoft Windows and their versions .
- Detail knowledge of essential application programs  
eg. (a) Microsoft office package (MS Word, Ms excel, Ms Power point) and MS Access.  
(b) Essential Photo editing programs  
(Point brass, Adobe Photoshop, Macromedia freehand package etc.
- Should have the knowledge to backup data and store them for further uses .
- Printing and scanning knowledge.
- Should be able to generate the balance sheet, using computer.
- Should have the knowledge of statistical analysis package.
- Should be able to check any financial data prepared by sub-ordinate staffs.
- should be able to make small programs (Proprietary type package) using  
(a) MS Access  
(b) MS excel

Which will be helpful for checking and searching the individual data of any one quickly . eg. salary status, service years, provident fund, loan etc.

- Printing and scanning knowledge.

### Evaluation Methods

Practical test of all the topics

Example

Using Ms Excel prepare the list of staffs of any campus and arrange them in (a) Alphabetical order  
(b) their status (c) salary d) sex and (e) Phone number .

- Type an invitation letter to VC, Rector and Registrar to attend the campus day ceremony.
- You are asked to make a statistical data of the current financial condition of your campus. Use any program to generate the statistical data and essential graphs.
- Make a salary sheet of a campus.
- Develop a small program to quarry the salary sheet and get a person's detail status.