त्रि.वि. सेवा आयोग

प्रशासन सेवा, प्रशासन/आर्थिक प्रशासन/पुस्तकालय समूहका विभिन्न पदहरूको

कम्प्युटर प्रयोगसम्बन्धी ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम

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प्रशासन सेवा, प्रशासन/आर्थिक प्रशासन/पुस्तकालय समूह, अधिकृत द्वितीय र तृतीय श्रेणीका पदका खुला प्रतियोगिताको लागि

समयः ३० मिनेट पूर्णाङ्कः ३० उत्तिर्णाङ्कः१५

S.N.	Topics	Marks	Allocated Time	Remarks
1.	Devanagari Typing	5	5 mins.	
2.	English Typing	5	5 mins.	
3.	Word Processing	5	20 mins.	
4.	Spreadsheet	5		
5.	Presentation	5		
6.	Basics of Windows operating system, Email and Internet	5		
Total		**30**	**30 mins.**	

Contents:

1. **Devanagari Typing**
   Focuses on Typing Skill for Nepali texts. There will be a passage in Nepali language containing around 150 words. Candidates need to type it correctly within the given time. Candidates are free to use Nepali Unicode or any other traditional font.

2. **English Typing**
   Focuses on Typing Skill for English texts. There will be a passage in English containing around 150 words. Candidates need to type it correctly within the given time. Candidates are free to use any suitable font.

3. **Word Processing**
   - Introduction to word processing package and its applications
   - Creating, saving and opening documents
   - Preparing a document (letter, report, memo, meeting agenda/minute, contract etc.) in English and Nepali (Devanagari)
   - Copying, Moving, Deleting and Formatting Text
   - Paragraph formatting (alignment, indentation, line spacing, paragraph spacing etc.)
   - Creating lists with Bullets and Numbers
   - Creating and Manipulating Tables
   - Borders and Shading
   - Documents with multiple columns
   - Security Techniques of Document
   - Inserting header, footer, page number, Graphics, Pictures, Symbols
   - Table of Contents, Cross reference
   - Page setup, preview and printing documents

- Mail merge and its applications

4. **Spreadsheet**
   - Introduction to electronic spreadsheet package and its applications
   - Creating, saving and opening a Work Book
   - Organization of Electronic Spreadsheet applications (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
   - Editing, copying, moving, deleting cell Contents
   - Adding, deleting, naming and renaming a worksheet
   - Formatting cells: Number, Alignment, Text Wrap, Font, Border, Background, Pattern, Protection
   - Formatting Rows, Column and Sheets, Conditional formatting
   - Using Basic Functions (SUM, MAX, MIN, AVERAGE, IF etc)
   - Using Formula with Relative and Absolute Cell Reference
   - Sorting and Filtering Data
   - Inserting Header and Footer
   - Page setup, Print area setup, Print preview and Printing (without and with scaling)

5. **Presentation**
   - Introduction to presentation and its applications
   - Creating, Opening & Saving Slides
   - Formatting Slides, Slide design, Inserting header & footer, Inserting slide number
   - Slide Show
   - Slide transition and Animation
   - Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

6. **Basics of Windows operating system, Email and Internet**
   - Computer operating system
   - Introduction to Graphical User Interface (GUI)
   - Starting and shutting down a computer (Windows operating system)
   - Basic elements in Windows - Desktop, Taskbar, My Computer, Recycle Bin, Start menu etc.
   - Concept of files, folders, menu, toolbar
   - Searching files and folders
   - Concept of computer virus, worm, trojans etc.
   - Antivirus, its need & its update
   - Internet and its uses, browsing a website, searching some content in the web
   - Email, using email, creating email ID, client tools for email and spam
   - Basic Network troubleshooting (checking network & internet connectivity)

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कम्प्युटर प्रयोगसम्बन्धी ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम

प्रशासन सेवा, प्रशासन/आर्थिक प्रशासन/पुस्तकालय समूह, सहायक प्रथम र द्वितीय श्रेणीका पदका खुला प्रतियोगिताको लागि

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   - Lists with Bullets and Numbers
   - Using Tables, Borders and Shading
   - Documents with multiple columns
   - Inserting header, footer, page number, Graphics, Pictures, Symbols
   - Page setup, preview and printing documents

- Mail merge and its applications

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   - Introduction to presentation
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   - Searching files and folders
   - Concept of computer virus, antivirus & its update
   - Internet, browsing a website
   - Email, sending/checking an email and spam

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Evaluation scheme of English and Nepali Typing (for 5+5 marks) for all posts:

Nepali Typing (Devanagari Script)

Number of Correct Words	**Marks**
Less than 10	0
11 to 20	0.25
21 to 30	0.5
31 to 40	1
41 to 50	1.5
51 to 60	2
61 to 70	2.5
71 to 80	3
81 to 90	3.5
91 to 100	4
101 to 110	4.5
Higher than 110	5

English Typing

Number of Correct Words	**Marks**
Less than 20	0
21 to 30	0.25
31 to 40	0.5
41 to 50	1
51 to 60	1.5
61 to 70	2
71 to 80	2.5
81 to 90	3
91 to 100	3.5
101 to 110	4
111 to 120	4.5
Higher than 120	5