

# सियारी गाउँपालिका

सहायक चौथो, सहायक कम्प्युटर अपरेटर वा सो सरह पदको खुल्ला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

१. पाठ्यक्रमको उद्देश्य:-

- देवनागरी र अंग्रेजीमा दक्षतापूर्वक कम्प्युटर टाइपिङ गर्न सक्ने
- Operating System को राम्रो ज्ञान भई सहज रूपमा प्रयोग गर्न सक्ने
- File एवं Disk Management सम्बन्धी कार्य गर्न सक्ने
- कम्प्युटरको Printer, CD-ROM, Multimedia लगायत अन्य Accessories को प्रयोग गर्न सक्ने
- Word Processor को प्रयोग गरी आवश्यकताअनुसार Documents तयार गर्न सक्ने
- Electronic Spreadsheet तयार गरी म्बतव एचयअभककप्लन समेत गर्न सक्ने
- Presentation तयार गर्न सक्ने
- Software Installation एवं Customization गर्न सक्ने
- Computer related threats बाट Computer Accessories तथा Software को सुरक्षागर्न सक्ने ।
- Web based/Desktop Based Software मा सामान्य कार्य गर्न सक्ने
- सामान्य कम्प्युटर तथा प्रिन्टर मर्मत गर्न सक्ने
- सामान्य Multimedia tools चलाउन सक्ने
- Networking सम्बन्धी सामान्य ज्ञान भएको

## Syllabus for Asst. Computer Operator

### 1. Word Processing

- 1.1. Concept of Word Processing
- 1.2. Types of Word Processing
- 1.3. Introduction to Word Processor
  - 1.3.1. Creating, Saving and Opening the documents
  - 1.3.2. Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
  - 1.3.3. Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)
  - 1.3.4. Finding and Replacing Text
  - 1.3.5. Familiar with Devnagari Fonts
  - 1.3.6. Creating lists with Bullets and Numbering
  - 1.3.7. Creating and Manipulating Tables
  - 1.3.8. Borders and Shading
  - 1.3.9. Use of Indentation and Tab Setting
  - 1.3.10. Creating Newspaper Style Documents Using Column
  - 1.3.11. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
  - 1.3.12. Opening & Saving different types of document
  - 1.3.13. Changing Default settings
  - 1.3.14. Mail Merge
  - 1.3.15. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
  - 1.3.16. Security Technique of Documents
  - 1.3.17. Setting Page Layout, Previewing and Printing Documents

## **2. Electronic Spreadsheet**

- 2.1. Concept of Electronic Spreadsheet
- 2.2. Types of Electronic Spreadsheet
- 2.3. Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- 2.4. Introduction to spreadsheet application
  - 2.4.1. Creating, Opening and Saving Work Book
  - 2.4.2. Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
  - 2.4.3. Editing, Copying, Moving, Deleting Cell Contents
  - 2.4.4. Familiar with Devnagari Fonts
  - 2.4.5. Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)
  - 2.4.6. Formatting Rows, Column and Sheets
  - 2.4.7. Using Formula - Relative Cell and Absolute Cell Reference
  - 2.4.8. Using basic Functions
  - 2.4.9. Generating Series
  - 2.4.10. Changing default options
  - 2.4.11. Sorting and Filtering Data
  - 2.4.12. Summarizing Data with Sub Totals
  - 2.4.13. Creating Chart
  - 2.4.14. Inserting Header and Footer
  - 2.4.15. Spell Checking
  - 2.4.16. Importing from and Exporting into other Formats
  - 2.4.17. Page Setting, Previewing and Printing

## **3. Presentation System**

- 3.1. Introduction to presentation application
  - 3.1.1. Creating, Opening & Saving Slides
  - 3.1.2. Formatting Slides
  - 3.1.3. Slide Show
  - 3.1.4. Animation
  - 3.1.5. Inserting Built-in picture, Picture, Table, Chart, Graphs, Organization Chart etc.

## **4. Computer Hardware Maintenance**

- 4.1 Hardware Parts
- 4.2 Basic troubleshooting
- 4.3 Printer Basics
  - 4.3.1 Laser Printer
  - 4.3.2 Dot Matrix Printer
- 4.4 Assemble /Dismantle
- 4.5 software install/uninstall
- 4.6 Remote desktop connection
- 4.7 Operating System Uninstall/Update

## **5. Networking**

- 5.1 Introduction to Networking
- 5.2 Types of Network (LAN,MAN,WAN)
- 5.3 Internet, Intranet, Extranet, WWW
- 5.4 Concept of Email, youtube channel, social media
- 5.5 Router Configuration
- 5.6 Ip Address, Subnet Mask, Default gateway, MAC
- 5.7 Client/Server

## 6. Computer Fundamental

6.1 Overview of Computer System

6.2 Input/Output devices

6.3 Types of operating system

6.4 Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.

6.5 Windows applications: (e.g. Control Panel, Character Map, Paint etc)

6.6 System tools:- disk scanning, disk defragmenter, backup, restore, format

6.7 Shortcut Keys

## 7. Multimedia

7.1 Concept of Multimedia

7.2 Basic Photo/video Editing

**सीप परिक्षण परिक्षाका प्रश्नसंख्या, नम्बर र समय निम्नानुसार हुनेछन् ।**

S.No	No. Of Questions	No of questions	Marks	Time
1	Word Processing	2	8	20 min
2	Electronic Spreadsheet	2	8	
3	Presentation System	1	4	
4	Computer Networking	2	6	15 min
5	Multimedia	1	3	
6	Computer Hardware and Maintainance	2	6	
7	Nepali Typing		10	15 min
8	English Typing		5	
	Total		50	50 min

## सहायक कम्प्युटर अपरेटर

सि. न	किसिम	प्राप्तांक	कुल अंक
१	प्रयोगात्मक परीक्षा		५०
२	अन्तवार्ता		२०
३	कार्य अनुभव (प्रति वर्ष २ अंकको दरले, प्रमाणित विवरण संलग्न भएको हुनुपर्ने)		१०
४	शैक्षिक योग्यता  (विशिष्ट श्रेणी वापत -६०, प्रथम श्रेणी वापत-५५ द्वितीय श्रेणी वापत ५०, तृतीय श्रेणी वापत ४५,		६०
५	स्थानीय सम्बन्धित गाउँपालिकाको बासिन्दा भएमा - १० सम्बन्धित जिल्लाको बासिन्दा भएमा - ५ अंक		१०
	<b>जम्मा</b>		<b>१५०</b>