

नेपाल पारवहन तथा गोदाम व्यवस्था कम्पनी लि.

सहायक प्रबन्धक तह-७ प्रशासन/लेखा/कानून तथा शाखा अधिकृत तह-६ प्रशासन/लेखा पदको

प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

द्वितीय चरण : कम्प्युटर प्रयोगात्मक परीक्षा

विषय	पूर्णाङ्क	विषयवस्तु शिर्षक	अङ्क	समय
कम्प्युटर प्रयोगात्मक सीप	१०	Devanagari Typing	२.५ अङ्क	५ मिनेट
		English Typing	२.५ अङ्क	५ मिनेट
		Word Processing	२ अङ्क	१० मिनेट
		Electronic Spreadsheet	१ अङ्क	
		Presentation System	१ अङ्क	
		Windows basic, Email and Internet	१ अङ्क	
जम्मा			१० अङ्क	२० मिनेट

1. Windows basic, Email and Internet

- Concept of virus, worm, spam etc.
- Use & Update of Antivirus
- Starting and shutting down Windows
- Basic Windows elements -Desktop, Taskbar, My Computer, Recycle Bin, etc.
- Concept of file, folder, menu, toolbar
- Searching files and folders
- Internet browsing & searching the content in the web
- Creating Email ID, Using email and mail client tools
- Basic Network troubleshooting (checking network & internet connectivity)

2. Word processing

- Creating, saving and opening documents
- Typing in Devanagari and English
- Copying, Moving, Deleting and Formatting Text
- Paragraph formatting (alignment, indentation, spacing etc.)
- Creating lists with Bullets and Numbering
- Creating and Manipulating Tables
- Borders and Shading
- Inserting header, footer, page number, Graphics, Pictures, Symbols
- Page setting, previewing and printing of documents
- Mail merge

3. Presentation System

- Introduction to presentation application
- Creating, Opening & Saving Slides
- Formatting Slides, Slide design, Inserting header & footer
- Slide Show
- Animation

- Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.
4. Electronic Spreadsheet
- Organization of Electronic Spreadsheet applications (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
 - Creating, Opening and Saving Work Book
 - Editing, Copying, Moving, Deleting Cell Contents
 - Formatting Cells (Font, Border, Pattern, Alignment, Number, Protection, Margins and text wrap)
 - Formatting Rows, Column and Sheets
 - Sorting and Filtering Data
 - Inserting Header and Footer
 - Page Setting, Previewing and Printing
