

**लोक सेवा आयोग**  
**स्थानीय तह अन्तर्गतका प्राविधिक तर्फ विविध सेवा, चौथो तह, सहायक कम्प्युटर अपरेटर पदको प्रतियोगितात्मक परीक्षाको लागि पाठ्यक्रम**

**विषय - सेवा सम्बन्धी**

**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
    - 1.2.2.5. 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 / Intranet, World Wide Web (WWW)
  - 1.7.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
- 1.8. Introduction to ASCII and Unicode standards

**2. Operating System**

- 2.1. Introduction to Operating System
- 2.2. Types of Operating System
- 2.3. Functions of Operating Systems
- 2.4. Command line operation (e.g. copy command, move command, 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)

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- 2.5.2.5. Finding files 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 Devnagari Fonts
  - 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. Creating Newspaper Style Documents Using Column
  - 3.3.11. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
  - 3.3.12. Opening & Saving different types of document
  - 3.3.13. Changing Default settings
  - 3.3.14. Mail Merge
  - 3.3.15. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
  - 3.3.16. Security Technique of Documents
  - 3.3.17. 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 (Cells, 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

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- 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. Importing from and Exporting into other Formats
- 4.4.17. 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/Forms/Reports

## **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, Picture, Table, Chart, Graphs, Organization Chart etc.

## **7. Legislations and IT in Nepal**

- 7.1. नेपालको संविधान (भाग १, देखि ५ तथा अनुसूचीहरू) (The Constitution of Nepal (From Part 1 to 5 and Schedules))
- 7.2. स्थानीय सरकार सञ्चालन एन, २०७४ मा सूचना सञ्चार प्रविधि सम्बन्धी व्यवस्था (Local Government Operation Act, 2074 (Provisions related to ICT))
- 7.3. IT Policy of Nepal

### **नमूना प्रश्नहरू (Sample questions)**

1. Which of the following is not the input device ?  
A. Mouse      B. Light Pen      C. Joystick      D. Plotter
2. What is the command to delete a directory ?  
A. delete      B. del      C. rd      D. all of the above
3. From where do you install Fonts ?  
A. Font icon of Control Panel      B. Font Option of Format menu  
C. Options submenu of Tools menu      D. None of the above
4. What is the output if a cell containing a number 3245.45 is formatted to '#,###' number format ?  
A. 3245.45      B. 3245.450      C. 3245      D. 3,245