



नेपाल सरकार

गृह मन्त्रालय

राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग

सेवा इकाईको लागि जनशक्ति छनौट सम्बन्धी मापडण्ड, २०७६ को दफा ८ बमोजिम
कम्प्यूटर सीप परिक्षण परिक्षाको पाठ्यक्रम

पाठ्यक्रमको उद्देश्य:

- नेपाली यूनिकोड र अंग्रेजीमा दक्षता पूर्वक कम्प्यूटर टाईपिङ गर्न सक्ने ।
- Operating System सहज रूपमा प्रयोग गर्न सक्ने ।
- कम्प्यूटरको Printer, Multimedia लगायत अन्य Accessories को प्रयोग गर्न सक्ने ।
- Word Processor को प्रयोग गरी आवश्यकता अनुसार Documents तयार गर्न सक्ने ।
- Electronic Spreadsheet तयार गरी Data Processing समेत गर्न सक्ने ।
- Software तथा Hardware Install/Uninstall तथा जोड्न/Configuration गर्ने सक्ने ।
- Presentation र Graphics Designing सम्बन्धी सामान्य कार्य गर्न सकिने ।

सीप परिक्षण परिक्षाका प्रश्नसंख्या, नम्बर र समय निम्नासुसार हुनेछन् ।

SN	No. of Questions	No. of Questions	Marks	Time (Minutes)
1	Word Processing	1	4	10
2	Electronic Spreadsheet	1	4	
3	Presentation System	1	2	
4	Computer Networking	1	4	10
5	Multimedia	1	2	
6	Basic Computer Repair and maintenance	1	4	
7	Nepali Unicode Typing	1	5	10
8	English Typing	1	5	
Total		8	30	30



कम्प्यूटर सीप परिक्षण परिक्षाको पाठ्यक्रम

1. Word Processing

- Concept of Word Processing
- Types of Word Processing
- Introduction to Word Processor
 - Creating, Saving and Opening the documents
 - Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)
 - Finding and Replacing Text
 - Familiar with Devnagari Fonts
 - Creating lists with Bullets and Numbering
 - Creating and Manipulating Tables
 - Borders and Shading
 - Use of Indentation and Tab Setting
 - Creating Newspaper Style Documents Using Column
 - Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
 - Opening & Saving different types of document
 - Changing Default settings
 - Mail Merge
 - AutoCorrect, Spelling and Grammar Checking, and Thesaurus
 - Customizing menu & toolbars
 - Security Technique of Documents
 - Master Document, Cross Reference, Index, Table of Content.
 - Setting Page Layout, Previewing and Printing Documents

2. Electronic Spreadsheet

- Concept of Electronic Spreadsheet
- Types of Electronic Spreadsheet
- Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)

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- Introduction to spreadsheet application
 - Creating, Opening and Saving Work Book
 - Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - Editing, Copying, Moving, Deleting Cell Contents
 - Familiar with Devnagari Fonts
 - Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)
 - Formatting Rows, Column and Sheets
 - Using Formula - Relative Cell and Absolute Cell Reference
 - Using basic Functions
 - Generating Series
 - Changing default options
 - Sorting and Filtering Data
 - Summarizing Data with Sub Totals
 - Creating Chart
 - Inserting Header and Footer
 - Spell Checking
 - Customizing Menu & Toolbars
 - Importing from and Exporting into other Formats
 - Pivot Table, Goal Seek, Scenario & Audit
 - Page Setting, Previewing and Printing

3. Presentation System

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

4. Computer Networking

- Introduction to Networking
- Types of Network (LAN, MAN, WAN etc.)
- Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
- Familiarity with internet browsers (example: Internet explorer, Firefox, Opera, Safari, Google Chrome etc.)
- Introduction to IP address, subnet mask and default gateway
- Introduction to Network Media, Topology and Protocol
- Setting Up Microsoft Network
- Dial-Up Networking


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5. Typing

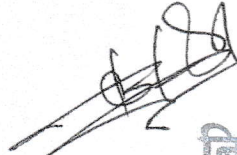
- English
- Nepali (Romanized Unicode, Traditional Unicode, Preeti)

6. Multimedia-2

- Setting and managing up audio device
- Recording video
- Normal video editing

7. Basic Computer Repair and Maintenance

- Basic troubleshooting
- Peripheral Devices
- Adding devices and printers (Local and Networked)
- Understanding computer storage
- Networking (Ethernet, MAC Address, IP address, Ping)
- Language Setup
- Power Management



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