

राष्ट्रिय परिचयपत्रको लागि विवरण दर्ता अपरेटर प्रयोगात्मक परीक्षाको पाठ्यक्रम

प्रयोगात्मक परीक्षा:

प्रयोगात्मक परीक्षाको **Typing Skill Test**को लागि आधारहरु निम्न बमोजिम हुनेछन् ।

अ. नेपाली रोमनाइज्ड युनिकोड टाइपिङ र अंग्रेजी टाइपिङ Skill Test को लागि २००

शब्दहरुका एउटा Text दिइनेछ र देहाय अनुसार अंक प्रदान गरिनेछ –

५ भन्दा कम शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत — ० अंक

५ वा ५ भन्दा बढि १० भन्दा कम शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत— ३ अंक

१० वा १० भन्दा बढि १५ भन्दा कम शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत— ६ अंक

१५ वा १५ भन्दा बढि २० भन्दा कम शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत— ९ अंक

२० वा २० भन्दा बढि २५ भन्दा कम शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत— १२ अंक

२५ वा २५ भन्दा बढि शुद्ध शब्द प्रति मिनेट (Correct Words/Minute) टाइप गरे वापत— १५ अंक

आ. Formula for calculation of correct word/minute:-

Correct words/ minute = (Total words typed- wrong words) /10 (for Romanize typing and English typing)

Note: - (अंग्रेजी वा नेपाली रोमनाइज्ड युनिकोड Skill Test को लागि परीक्षामा दिइएको Test लाई आधार मानी टाइप गरेको Test सँग भिडाई चेक गरिनेछ । ततपश्चात माथि उल्लेखित Criteria वमोजिम अंक दिइनेछ । दिइएको अंग्रेजी वा नेपाली रोमनाइज्ड युनिकोड टाइपिङ Text मा उल्लेखित स्थान वमोजिम परीक्षार्थीहरुले आफ्नो Text मा Punctuation टाइप नगरेको पाइएमा त्यसको शब्दमा गणना गरिने छैन ।

इ. प्रयोगात्मक परीक्षाको प्रश्नसंख्या निम्नानुसार हुनेछन् ।

	Topic	No. of Question	Marks	Time (Minutes)
1	Romanized Unicode Typing *	1	15	5
2	English Typing	1	15	5
3	Word processing	1	6	20
4	Electronic Spreadsheet	1	6	
5	Web Technology	1	3	
6	Aptitude Test **	5	5	
	Total :-	7	50	30

क) प्रयोगात्मक परीक्षाको उत्तीर्णाङ्क कूल पूर्णाङ्कको ४०% हुनेछ ।

* नेपालीको लागि *Romanized Unicode* बाट अनिवार्य *Typing* गर्नुपर्ने छ ।

**Aptitude Test मा सम्बन्धित दक्षता एवं व्यक्तित्व परीक्षण गर्ने खालका प्रश्नहरु सोधिनेछ ।

अनुसूची - २

1. Computer Fundamentals

- 1.1 Computer: - Definition, 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:
 - 1.2.2.3 - Keyboard, Mouse, Scanner, etc
 - 1.2.2.4 CPU:- Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU)
 - 1.2.2.5 Output Unit:- Monitor, Printer, etc
 - 1.2.2.6 Storage devices: - Primary & Auxiliary Memory (Hard Disk. Compact Disk, DVD, Flash disk)
 - 1.2.2.7 Network card
- 1.3 Cache Memory
- 1.4 Concept of Computer related threats (Virus, worms, Trojan, phishing etc) remedies and protection
- 1.5 Concept of Multimedia
- 1.6 File Management base:
 - 1.6.1 Concept of File and folder
 - 1.6.2 Wildcards and Pathname
 - 1.6.3 Type of files and file extension
- 1.7 Number Systems
 - 1.7.1 Introduction to ASCII and Unicode standards

2. Basic Concept of Software

- 2.1.1 Software and its types
- 2.1.2 Form and form element
- 2.1.3 Types of software error
- 2.1.4 Concept of data validation

3. Computer Networking

- 3.1 Introduction to Networking
- 3.2 Types of Network (LAN, WAN etc.)
- 3.3 Concept of E-mail/ Internet/Extranet/ Intranet, Word wide web (WWW)
- 3.4 Familiarity with internet browsers (e.g | Internet, explorer, Firefox, Opera, Safari. Google Chrome etc)
- 3.5 Introduction to IP address, subnet mask and default gateway
- 3.6 Introduction to Network Media, Topology and Protocol
- 3.7 Setting Up Network
- 3.8 Concept of VPN

4. Hardware Maintenance and Troubleshooting

- 4.1 Hardware Maintenance
 - 4.1.1 Configure and apply BIOS settings
 - 4.1.2 Installing and configuring storage devices
 - 4.1.3 Connector types (BNC, RJ45, HDMI) and associated cables
 - 4.1.4 Installing and configuring various peripheral devices (Mouse, Keyboard, Scanner, Printer, Speaker)
- 4.2 Troubleshooting
 - 4.2.1 Troubleshooting of computer and its peripherals (keyboard, mouse, printer, scanner, speaker)

- 4.2.2 Troubleshooting of connectivity (cables, network, etc.)
- 4.2.3 Troubleshooting of memory, processor, storage, display
- 4.2.4 Troubleshooting of operating system and application software

5. Operating System

- 5.1 Introduction to Operating System
- 5.2 Types of Operating System
- 5.3 Function of Operating system
- 5.4 Command line operation (e. g copy command, move command to view and set different file attributes etc)
- 5.5 Windows
 - 5.5.1 Introduction to GUI
 - 5.5.2 Introduction of windows Operating System
 - 2.5.2.1. Basic windows Elements- Desktop, Taskbar, My Computer, Recycle Bin, etc.
 - 2.5.2.2. File Management with Windows Explorer
 - 2.5.2.3. Windows applications: (e.g Control Panel, Character Map, Paint etc)
 - 2.5.2.4. Finding file of folders and saving the result
 - 2.5.2.5. Starting a program by command line operation
 - 2.5.2.6. 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 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

6. Word Processing

- 6.1 Concept of word Processing
- 6.2 Types of word Processing
- 6.3 Introduction to word Processor
 - 6.3.1 Creating saving and Opening the documents
 - 6.3.2 Elements of word Processing Environment (Menu. Toolbars, Status bar, Rulers. Scrollbars. etc.)
 - 6.3.3 Copying, Moving Deleting and Formatting Text (Font, Size, Color, Alignment, Line & paragraph spacing)
 - 6.3.4 Finding and Replacing Text
 - 6.3.5 Familiar with Devanagari/Romanize Fonts
 - 6.3.6 Creating lists with Bullets and Numbering
 - 6.3.7 Creating and Manipulating Tables
 - 6.3.8 Borders and Shading
 - 6.3.9 Use of Indentation and Tab Setting
 - 6.3.10 Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File Page break Section break, Graphics, Pictures, Charts, Word Art. Symbols & Organization Chart
 - 6.3.11 Operating & saving different types of document
 - 6.3.12 Changing Default settings
 - 6.3.13 Security Technique of Documents
 - 6.3.14 Master Document, Cross Reference, Index, Table of Content.
 - 6.3.15 Setting Page Layout, Previewing and Printing Documents

7. Electronic Spreadsheet

- 7.1 Concept of Electronic Spreadsheet
- 7.2 Types of Electronic Spreadsheet

7.3 Organization of Electronic Spreadsheet application (Cell, Rows, Columns, Worksheet, Workbook and workspace)

7.4 Introduction to spreadsheet application

7.4.1 Elements of Electronic Spreadsheet Environment (Menu Toolbars, Status bar Rulers. Scrollbars etc)

7.4.2 Editing, Copying Moving Deleting Cell Contents

7.4.3 Familiar with Devnagari Fonts

7.4.4 Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)

7.4.5 Formatting Rows, Column and sheets

7.4.6 Using Formula- Relative cell and Absolute Cell Reference

7.4.7 Using basic Functions

7.4.8 Generating Series

7.4.9 Sorting and Filtering Data

7.4.10 Summarizing Data with Sub Totals

7.4.11 Creating Chart

7.4.12 Inserting Header and Footer

7.4.13 Importing form and Exporting in to other Formats

7.4.14 Page Setting, Previewing and Printing

8. Database System

8.1 Introduction to Data, Database and DBMS

8.2 Basic Concept of Tables, Fields, Records, Relationships and Indexing

8.3 Introduction to database application

8.3.1 Data Types

8.3.2 Creating Modifying & Deleting Tables and Formatting & Validating Field Data

8.3.3 Creating Modifying, Deleting & Using simple Queries

8.3.4 Creating, Modifying & Deleting Forms/ Reports/ Macros

9. Presentation System

9.1 Introduction to presentation application

9.1.1 Creating, Opening & Saving Slides

9.1.2 Formatting Slides

9.1.3 Slide show

9.1.4 Animation

9.1.5 Inserting Built-in picture, Table, Chart, Graphs Organization Chart etc.

10. Web Technology

10.1 Introduction to Web Page and Content Management System

10.2 Introduction to HTML

10.3 HTML document

10.3.1 Html Tags

10.3.2 Working with Text, Hyperlinks, Images, Lists, Forms, Tables, Frames, etc.

10.4 Familiarity with Cascading Style Sheet, Rich Site Summary and social networking

10.5 Concept of Web server and Proxy server

10.6 Introduction to Cryptography (Encryption/Decryption)

10.7 Digital Certificate and Digital Signature