नेपाल सरकार
गृह मन्त्रालय
सशस्त्र प्रहरी बल प्रधान कार्यालय
(मानवश्रोत विकास विभाग, भर्ना तथा छनौट शाखा)

प्राविधिक सशस्त्र प्रहरी सहायक निरीक्षक, कम्प्युटर तर्फ, सव ओभरसियर पदको खुल्ला प्रतियोगात्मक प्रयोगात्मक परिक्षाको पाठ्यक्रम

प्रयोगात्मक परीक्षा पूर्णाङ्क :- ५०

प्रयोगात्मक परीक्षा योजना (Examination Scheme)

| विषय | पूर्णाङ्क | उत्तीर्णाङ्क | परीक्षा प्रणाली | समय |
|---|---|---|---|---|
| (क) प्रयोगात्मक-परीक्षा | ५० | २५ | प्रयोगात्मक | ९० मिनेट |

1. **Computer Fundamentals**
   1.1 Hardware and Network Devices Identification
   1.2 Assembling and Dissembling Computer Sets
   1.3 Hardware and Network Troubleshooting

2. **Operating System**
   2.1 File Management with Windows Explorer
   2.2 Finding files of folders and saving the result
   2.3 Starting a program by command line operation
   2.4 System tools:- disk scanning, disk defragmenter, backup, restore, format
   2.5 Changing window settings

3. **Microsoft Word**
   3.1 English, Nepali and Unicode Typing
   3.2 Creating lists with Bullets and Numbering
   3.3 Creating and Manipulating tables : Borders and Shading
   3.4 Creating Newspaper Style Documents Using Column
      3.4.1. Inserting Header, Footer, Footnotes, Endnotes, page Numbers, File, Page break, Section break, Graphics, pictures, Charts, Word Art, and Symbols & Organization Chart
      3.4.2. Opening & saving different types of document
      3.4.3. Changing Default setting
      3.4.5. Mail Merge
      3.4.6. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
      3.4.7. Security Technique of Documents
   3.4.8 .Setting Page Layout, Previewing and Printing Documents

4. **Microsoft Excel**
   4.1 Creating, Opening and Saving Work Book
   4.2 Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc)
   4.3 Editing, Copying, Moving, Deleting Cell Contents
   4.4 Formatting Cells (Fonts, Border, Pattern, Alignment, Number and Protection)
   4.5 Formatting Rows, Column and Sheets
   4.6 Using Formula- Relative Cell and Absolute Cell Reference
   4.7 Using basic Functions
   4.8 Generating series
   4.9 Changing default options
   4.10 Sorting and Filtering Data
   4.11 Summarizing Data with Sub Totals
   4.12 Creating Chart
   4.13 Inserting Header and Footer
   4.14 Spell Checking
   4.15 Importing from and Exporting into other Formats
   4.16 Page Setting, Previewing and Printing

5. **Microsoft Power Point**
   5.1 Creating, Opening & Saving Slides
   5.2 Formatting Slides
   5.3 Slide Show
   5.4 Animation
   5.5 Inserting Built-in picture, picture, Table, Chart, Graphs, Organization Chart etc.

- **The End** -