कृषि तथा वन विज्ञान विश्वविद्यालय
सेवा आयोगको कार्यालय

चितवन, नेपाल

टाइपिष्ट 'ख' पदको खुल्ला/आन्तरिक प्रतियोगितात्मक लिखित तथा प्रयोगात्मक परीक्षाको पाठ्यक्रम

(क) प्रथम पत्र: सामान्य ज्ञान (बस्तुगत प्रश्न)   पूर्णाङ्क: ५०

(नेपालको भौगोलिक, ऐतिहासिक/राजनैतिक, प्रशासनिक, आर्थिक, सामाजिक, सांस्कृतिक शैक्षिक अबस्था सम्वन्धी सामान्य ज्ञान, विश्वका विविध पक्ष/ महत्वपूर्ण समसामयिक घटनाहरु सम्वन्धी सामान्य जानकारी एवम् पद अनुसारको विषयसँग सम्वन्धित सामान्य ज्ञान)

(ख) द्धितिय पत्र सेवा समूह/पदसँग सम्बन्धित/ विश्वविद्यालय ऐन,नियम/संगठन सम्बन्धी ज्ञान

(विषयगत प्रश्न)   पूर्णाङ्क: ५०

Course Contents

1. **Windows:**
   Introduction to windows platform, Mouse operations, concept of desktop, taskbar, Icons. Utilities, Paint, Word pad, Icons, Changing size, Moving, Enlarging, copying, Files and Folders, Creation, Deleting, Windows Explorer, Control Panel, Zip & unzip files, rar files, Virus Scanning & removal.

2. **Internet:** Using internet browser, email, search engines, Instant messengers, download managers, proxy setting

3. **Word processing:**
   Introduction-word menu-Tool bar- Document-creation, editing saving text-editing, deleting, inserting, selection, moving, copying, converting case, Doing/undoing edits.

   -Paragraph formatting and page formatting

   -Applying styles, header and footer, line spacing

   -Numbering pages

   -Inserting section break

   -Spell check

   -Newspaper columns

   -Printing (print preview, printer setting, printing multiple copies)

4. **Presentation software-**
   -Design, create presentation with background, logo etc.
   -Insert picture and images

   -change position or layout of pictures

   -Omit background graphics from a slide- apply 3D effects, shadows, background fill colors,

   textures and pattern

   -Crop, resize, rotate, flip and image

   -Convert image to greyscale or black and white format.

   -Slide show setup

   -Slide navigation

   -URL's –apply and edit timings

5. **Computer Fundamentals**
5.1. Introduction to computer systems:

5.2. Hardware: Definition of Hardware, Input devices: keyboard, mouse, Scanner, etc., CPU: Arithmetic logical unit (ALU), Control Unit (CU), Memory unit (MU), Output devices: Monitor, Printer etc., Storage devices: Primary and Auxiliary Memory, Others: Network card, Modem, Sound card etc.

5.3. Software: Introduction to computer software, Operating system and Application software.

5.4. Concept of Multimedia, Hypermedia

5.5. Troubleshooting methods

6. Operating system
Operation system, popular operating system (WINDOWS), The User Interface, Task Bar, Icons, Start Menu, Running an Application, Operating System Simple, Setting, Changing System Date and Time, Changing Display Properties, To Add Or Remove Windows Component, Changing Mouse Properties, Adding and Removing Printers, File and Directory Management, Types of Files.

7. Word Processing
Word Processing Basics, Opening Word Processing Package, Menu Bar, Using the Help, Using the Icons below Menu Bar, Opening and closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Document, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment

of Text, Formatting the Text, Paragraph Indenting, Bullets and Numbering, Changing Case, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete/ Insertion of row and column, Border and Shading, Changing Cell Height and Width, Function and Charts, Using Formulas, Function, Charts.

8. Computer networking and internet

Local Area Network (LAN), Wide Area Network (WAN), Concept of Internet, Basics of internet architecture, World Wide Web and Websites, Internet Service, ISPs (Broadband/Dialup/Wi-Fi, Internet Access Techniques: -Internetworking, E-mail, Internet and Intranet, Extranet - Security- Confidentiality, Integrity and Authentication

9. DATABASE SYSTEM

Data and database and DBMS, Concept of tables, fields, records, relationship and Indexing, Database applications such as data types, creating modifying, deleting Tables/forms/reports

10. PRESENTATION

Opening a PowerPoint Presentation, Saving a Presentation, Creation of Presentation: Create Presentation using a Template, Creating a blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation, Inserting Words, Table or an Excel Worksheet, Adding Clip Art Pictures, Inserting other Objects, Resizing and Scaling an Object, Enhancing Test Presentation, Working with Color and line Style, Adding Headers and Footers, Printing Slides and Handouts, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show

11. Introduction to Emerging Technologies

   11.1 Digital Signature

   11.2 Artificial Intelligence

   11.3 E-commerce and e-Governance

   11.4 Multimedia

12. कृषि तथा वन विज्ञान विश्वविद्यालय ऐन २०६७

12.1 कृषि तथा वन विज्ञान विश्वविद्यालय संगठन/शैक्षिक प्रशासन नियमावली २०६९

12.2 कृषि तथा वन विज्ञान विश्वविद्यालय शिक्षक कर्मचारी/सेवा नियमावली २०६९

12.3 कृषि तथा वन विज्ञान विश्वविद्यालय आर्थिक प्रशासन नियमावली २०६९

प्रयोगात्मक परीक्षा

S.N.	Topics
1	English/Nepali Typing
2	Computer Networks (Troubleshooting)
3	Web Technology (HTML, CSS and JavaScript)
4	RDBMS (DDL and DML SQL Statements)
5	Word Processor
6	Spreadsheet
7	Presentation