

नेपाल खुला विश्वविद्यालय

खुल्ला प्रतियोगिता अन्तर्गत विभिन्न प्रशासनिक पदहरूको कम्प्युटर प्रयोग सम्बन्धी ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम

Essential computer knowledge and skill for NOU Staffs (Non-Officer Level)

FM: 50, Time: 30 Minutes

1. **Nepali Typing (Devnagari or Unicode) (Letter Typing)** [5]
2. **English Typing (Letter Typing)** [5]
3. **Operating the Computer** [10]
 - a. Types and functions of operating system.
 - b. Microsoft windows, Elements of windows - Desktop, taskbar, My computer, Recycle bin, Starting and shutting down windows, folders and file managements with Windows Explorer, Customizing windows-Installing Fonts, Display setting, Installing and Un-stalling software, Notepad, Word Pad, Ms-paint.
4. **Office Word** [10]

Knowledge of basic MS Word operation - Creating charts/diagram using shapes, importing picture, table, Formatting- Heading/Sub-Heading setting, Title/Sub-Title setting, insertion of header, footer and page number, export file to PDF, printing, setting page margins, gutter positions.
5. **Power Point** [10]

Create Power point slides with title/sub-titles, font setting, slide numbering, diagramming with shapes, animation, inset header/footer.
6. **Spreadsheets (Excel)** [10]

Creating tables and different types of charts, sell manipulation using basic formulas, inserting header/footer, page numbering.

Essential computer knowledge and skill for NOU Staffs (Officer Level)

General Administration

FM: 50, Time: 30 Mins

1. Operating the Computer [16]

- a. Types and functions of operating system, Overview of Linux and Windows OS.
- b. Operating MS Windows - Desktop, taskbar, My computer, Recycle bin, Starting and shutting down windows, folders and file managements with Windows Explorer, Customizing windows-Installing Fonts, Display setting, Installing and Un-stalling software, MS DOS commands, Web Browsing-access to internet, wireless and wired internet connection setting, English/Nepali Typing
- c. Editing photos: adobe Photoshop, MS paint.

2. Office Word [8]

Knowledge of basic MS Word operation - Creating charts/diagram using shapes, importing picture, table, Formatting- Heading/Sub-Heading setting, Title/Sub-Title setting, insertion of header, footer and page number, export file to PDF, printing, setting page margins, gutter positions. Mail merge, Footnote, Endnote, creating Table of Contents using referencing.

3. Power Point [8]

Create Power point slides with title/sub-titles, font setting, slide numbering, diagramming with shapes, animation, inset header/footer, insert and play audio/video objects.

4. Spreadsheets (Excel) [10]

Creating tables and different types of charts, sell manipulation using basic formulas, inserting header/footer, page numbering and sorting table data.

5. Database [8]

Creating Database, Tables and Fields. Insert/update/delete field values, manage simple relationships, create report and search facility.