



## **Bhdhiganga Hydropower Project (BHP)**

Service : Miscellaneous

Level: NG – I

Position- Computer operator

### **Syllabus**

#### **A. Interview**

In interview, General, Subject Matter, Knowledge, Skill, Attitude testing will be done. The syllabus for interview shall cover the following.

##### **1 COMPUTER FUNDAMENTALS**

- 1.1 Introduction, Computer Generation, History
- 1.2 Various Input/output, Storage devices
- 1.3 Number systems

##### **2 OPERATING SYSTEM (DOS AND WINDOWS)**

- 2.1 Introduction to operating system
- 2.2 Types of operating system
- 2.3 Functions of operating systems
- 2.4 Dos and commands
- 2.5 Windows operating system
- 2.6 Components of windows OS

##### **3 WORD-PROCESSING (WORD)**

- 3.1 Concept of word processing
- 3.2 Working with Ms word
- 3.3 Menus, Toolbars, shortcut keys

##### **4 ELECTRONIC SPREAD SHEET (EXCEL)**

- 4.1 Concept of electronic spreadsheet
- 4.2 Excel components
- 4.3 Working with Excel
- 4.4 Menus, Toolbars, shortcut keys

##### **5 PRESENTATIONS SYSTEMS (POWERPOINT)**

- 5.1 Introduction to power point



## 5.2 Working with PowerPoint

## 6 DATABASE SYSTEMS (MS ACCESS)

### 6.1 Introduction to data, database and DBMS

### 6.2 Working with Access Objects

### 6.3 Menus, toolbars, shortcut keys

## 7 COMPUTER NETWORK, INTERNET

## 8 COMPUTER VIRUS, IT POLICY 2067

## 9 WEB PAGE DESIGNING

### 9.1 Introduction to web page, www, font pages.

### 9.2 Working with web pages

## **B. Computer testing**

Computer testing will be divided into five sections.

### 1. Speed testing

- English typing speed testing
- Nepali typing speed testing (in PCS Unicode format or in Preeti font format)

### 2. MS word processing

- Formatting in word file (Basic knowledge of word file)
- Inserting tables, charts
- Page layout, printing

### 3. MS Excel Processing

- Data tabulation
- Data processing and presentation of result
- Printing in Excel
- Use of different formula in Excel sheet

### 4. Power Point preparation and presentation

- Preparation of power point slides
- Formatting
- Presentation

### 5. Email / Internet know how

- Opening / sending of email
- Browsing different web sites
- Searching in internet