

नेपाल आयल निगम लि.
आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पद: बरिष्ठ सहायक तह: ५ (पाँचौं) सेवा: प्राविधिक समूह: ईन्जिनियरिङ्ग - कम्प्यूटर
परीक्षाको किसिम: लिखित

पत्र	विषय	पूर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या	अंकभार	समय
	सेवा सम्बन्धि	१००	बस्तुगत बहुउत्तर	२५	२५ X ४	१ घण्टा ३० मिनेट

सेवा सम्बन्धि

१. Computer: Definition, History, Generation, Characteristics, Types & Applications.
२. Data and Data Processing.
३. Hardware: Definition of Hardware, Input Unit (Keyboard, Mouse, Scanner etc.), Output Unit (Monitor, Printer etc.)
४. Storage Devices: Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, Zip Disks, Cartridge Tape etc.)
५. Other: Network Card, Modem etc.
६. Software: Definition & Types of Software
७. Setting & Protection of Computer Room and Computer.
८. Concept of Computer Viruses and Remedies.
९. Networking: Types of Network (LAN, MAN, WAN), Dial-Up Networking.
१०. Operating System: Introduction to Operating System, Types of Operating system, Functions of Operating System., Use of common DOS commands.
११. Concept to File and Directory.
१२. Windows: Intorduction to GUI, Intorduction of windows Operating System, Basic Windows Elements-Desktop, Taskbar, My Computer, Recycle Bin, Starting and Shutting Down windows, file Management with Windows Explorer, Control Pannel, System Tools (Scandisk, Disk Defragmenter) etc.
१३. Word Processing: Concept of word Processing, Intorducting to MS Word, Creating, Saving and Opening the Documents, Formatting Text (Font, Size, Color, Alignment, Line & Paragraph Spacing), Finding and Replacing Text, Spell Checking, Creating Lists with Bullets and Numbering, use of Indentation and Tab Setting, Mail Merge, Setting Page layout, Inserting Header and Footer, Previewing and printing Documents.
१४. Electronic Spreadsheet: Concept of Electronic Spreadsheet, Introduction of MS Excel, Orgainzation of Excel Spreadsheet (Cell, Rows, Columns, Worksheet, Workbook), Editing, Copying, Moving, Deleting Cell Contents, Formatting (Row, Column and Sheets), Sorting and Filtering Data, Creating Charts