



सूर्यविनायक नगरपालिका

नगर कार्यपालिकाको कार्यालय



प.सं. : ०७६/७७

च.नं. :

मिति : २०७६/११/२१

सूर्यविनायक नगरपालिकाको मिति २०७६/११/२१ मा प्रकाशित करार सेवामा कर्मचारी भर्ना सम्बन्धी सूचना बमोजिम विभिन्न पदहरूमा आवेदन परेका उम्मेदवारको लोक सेवा आयोगको पाठ्यक्रम अनुसार विज्ञापन नं. ७ र ८ को लिखित परिक्षा तथा विज्ञापन नं. ९ को अन्तर्वाता तपसिलमा उल्लेखित स्थान, मिति र समयमा संञ्चालन हुने भएकोले सम्बन्धित सबैमा जानकारीको लागि यो सूचना प्रकाशित गरिएको छ ।

विज्ञापन नं. : ७/०७६/०७७

पद : सब ईञ्जिनियर

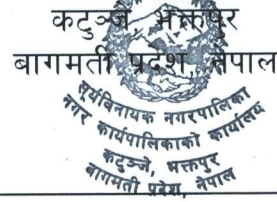
सि. नं.	उम्मेदवारको नाम	ठेगाना	दर्ता नं.	मिति समय र स्थान
७०१	सुमन खतिवडा	सू. न. पा. ७	०१	लिखित परिक्षा मिति २०७६/१२/०४ विहान ८ बजे कटुञ्जे आधारभुत विद्यालय, सुशिलाभैरव, कटुञ्जे, भक्तपुर
७०२	नितु गौतम	चागु न. पा. ४	०२	
७०३	लव बाग्ले	सू. न. पा. ७	०३	
७०४	अन्जना कासुला	थिमि न.पा. ३	०४	
७०५	पवन त्वायना	सू. न. पा. ५	०६	
७०६	निशा लघु	भक्तपुर न. पा. २	०७	
७०७	रामेश्वर के.सी. खत्री	सू. न. पा. ७	०८	
७०८	बिजय श्रेष्ठ	थिमि न.पा. ४	०९	
७०९	पुरुषोत्तम कुमार शर्मा	धनौजी ४ धनुषा	१२	
७१०	संजय श्रेष्ठ	सू. न. पा. ४	१३	
७११	सुमन बस्नेत	सू. न. पा. ९	१४	
७१२	अनिल अधिकारी	सू. न. पा. ३	१५	
७१३	बिनोद पाण्डे	थिमि न.पा. ३	१७	

(Signature)
२०७६/११/२१



सूर्यविनायक नगरपालिका

नगर कार्यपालिकाको कार्यालय



प.सं. : ०७६/७७

च.नं. :

विज्ञापन नं. ८/०७६/०७७

पद: सहायक कम्प्युटर अपरेटर

सि. नं.	उम्मेदवारको नाम	ठेगाना	दर्ता नं.	मिति समय र स्थान
८०१	उषा खड्का	सू. न. पा. ९	१	लिखित परिक्षा मिति २०७६/१२/०३ विहान ८ बजे, कटुञ्जे आधारभुत विद्यालय, सुशिलाभैरव, कटुञ्जे, भक्तपुर
८०२	रामेश्वरी धाँजु	सू. न. पा. ५	२	
८०३	बिनिता बस्नेत	सू. न. पा. ८	३	
८०४	मिना कुमारी बाला नगरकोटी	सू. न. पा. ७	४	
८०५	जिना ह्यौमिखा बखुन्डे	सू. न. पा. ५	५	
८०६	अञ्जना कुमारी बिसुङ्गे	सू. न. पा. ५	६	
८०७	तारा श्रेष्ठ	थिमि न. पा. ३	७	
८०८	सरिता थापा	सू. न. पा. ५	८	
८०९	सबिना थापा	सू. न. पा. ९	९	
८१०	अनिता श्रेष्ठ	सू. न. पा. ५	१०	
८११	उषा के. सी.	थिमि न. पा. ६	११	
८१२	सविना पछाँई	सू. न. पा. ५	१२	
८१३	रमला शर्मा	सू. न. पा. ७	१३	
८१४	मनिषा खत्री थापा	सू. न. पा. ५	१४	
८१५	सरस्वती रोक्का	सू. न. पा. ९	१५	
८१६	रेश्मा महत	सू. न. पा. ९	१६	
८१७	निशा थापा खत्री	सू. न. पा. ९	१७	
८१८	बिनु देवी महत	सू. न. पा. ९	१८	
८१९	शशी कुँवर	थिमि न. पा. ३	१९	
८२०	सम्भना कार्की खत्री	सू. न. पा. ७	२०	
८२१	सन्ध्या खतिवडा	सू. न. पा. ७	२१	
८२२	बिकेश श्रेष्ठ	थिमि न. पा. ४	२२	
८२३	साजना के. सी. खड्का	सू. न. पा. १०	२३	
८२४	सोविता के. सी. बिष्ट	सू. न. पा. ३	२४	
८२५	अनिता कार्की	सू. न. पा. १	२५	
८२६	सुजना भण्डारी	सू. न. पा. ७	२६	
८२७	संगीता उप्रेती	थिमि न. पा. ९	२७	
८२८	संगीता न्यौपाने	सू. न. पा. ४	२८	
८२९	बिनिता रिसाल	सू. न. पा. ६	२९	

फोन नं.: ०१-६६९२९९३

website : www.suryabinayakmun.gov.np

२०७६/११/२९



सूर्यविनायक नगरपालिका

नगर कार्यपालिकाको कार्यालय

कटुञ्जे, भक्तपुर
बागमती प्रदेश, नेपाल
सूर्यविनायक नगरपालिका
कार्यपालिकाको कार्यालय
कटुञ्जे, भक्तपुर
बागमती प्रदेश, नेपाल



प.सं. : ०७६/७७

च.नं. :

८३०	नबिना न्यौपाने	सू. न. पा. १	३०
८३१	प्रनिल भुजेल	सू. न. पा. ९	३१
८३२	मनिषा थापा	सू. न. पा. ९	३२
८३३	कबिता रोक्का	सू. न. पा. ५	३३
८३४	सुस्मिता बयलकोटी	सू. न. पा. ९	३४
८३५	सुमित्रा दाहाल	सू. न. पा. १०	३५
८३६	सुमन नगरकोटी	सू. न. पा. १	३६
८३७	अनिता सिलवाल	सू. न. पा. १०	३७

लिखित परिक्षा मिति
२०७६/१२/०३ विहान ८
बजे, कटुञ्जे आधारभुत
विद्यालय, सुशिलाभैरव,
कटुञ्जे, भक्तपुर


२०७६/११/२९



सूर्यविनायक नगरपालिका

नगर कार्यपालिकाको कार्यालय



प.सं. : ०७६/७७

च.नं. :

विज्ञापन नं. ९/०७६/०७७

पद : कार्यालय सहयोगी

सि. नं.	उम्मेदवारको नाम	ठेगाना	दर्ता नं.	मिति समय र स्थान
९०१	प्रमिला सापकोटा	सु.न. पा. १०	०१	मौखिक परिक्षा मिति २०७६/१२/०२ विहान ८ बजे सूर्यविनायक नगरपालिकाको हल, कटुञ्जे, भक्तपुर
९०२	अम्बिका राउत थापा	सु.न. पा. ३	०२	
९०३	शुस्मा आचार्य	सु.न. पा. २	०३	
९०४	सृजना गोमान्जु	सु.न. पा. ५	०४	
९०५	शर्मिला थापा	सु.न. पा. ९	०५	
९०६	सिता बस्नेत	सु.न. पा. ७	०६	
९०७	सविता श्रेष्ठ	सु.न. पा. १	०७	
९०८	सुनिता प्रजापति	सु.न. पा. ५	०८	
९०९	लक्ष्मी गोठे	सु.न. पा. ५	०९	
९१०	कल्पना खड्का	सु.न. पा. ४	१०	
९११	रचना के.सी. खत्री	सु.न. पा. ९	११	मौखिक परिक्षा मिति २०७६/१२/०२ दिनको १ बजे सूर्यविनायक नगरपालिकाको हल, कटुञ्जे, भक्तपुर
९१२	संगीता अछामी	सु.न. पा. ५	१२	
९१३	खुश्वु मगर	सु.न. पा. ५	१३	
९१४	तोक कुमारी श्रेष्ठ	सु.न. पा. ५	१४	
९१५	सत्यदेवि बस्नेत	सु.न. पा. ९	१५	
९१६	बिनिता श्रेष्ठ	सु.न. पा. ४	१६	
९१७	राजेश खत्री	सु.न. पा. ९	१७	
९१८	मनिषा थापा	सु.न. पा. ९	१८	
९१९	सोनिया थापा	सु.न. पा. १	१९	
९२०	कविता खत्री	सु.न. पा. ८	२०	
९२१	सरिता सुवाल	सु.न. पा. ७	२१	
९२२	गोमा थापा	सु.न. पा. १०	२२	

दृष्टव्यः

- लिखित परिक्षा दिन आउने उम्मेदवारले अनिवार्य आफ्नो परिचय खुलाउने प्रमाण लिई आउनुपर्नेछ ।
- परिक्षा हलमा मोबाईल फोनको प्रयोग गर्न पाईने छैन ।
- उत्तरपुस्तिकामा अनिवार्य रुपमा कालो मसी भएको कलम मात्र प्रयोग गर्नुपर्ने छ ।
- मौखिक परिक्षा हुने उम्मेदवारले आफुसंग भएको सम्पूर्ण सक्कलै प्रमाणपत्र लिई आउनुहोला ।

२०७६/१२/२९
पदपूर्ति समिति

**लोक सेवा आयोग नेपाल इन्जिनियरिङ सेवा, सिभिल समूह अन्तर्गतका जनरल,
हाईवे, स्यानीटरी, इरिगेशन, हाइड्रोपावर, हाइड्रोलोजी र एयरपोर्ट उप- समूह, राजपत्र
अनकित प्रथम श्रेणीका पदको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम**

1. Surveying

1.1 General

- 1.1.1 Classifications
- 1.1.2 Principle of surveying
- 1.1.3 Selection of suitable method
- 1.1.4 Scales, plans and maps
- 1.1.5 Entry into survey field books and level books

1.2 Levelling

- 1.2.1 Methods of levelling
- 1.2.2 Levelling instruments and accessories
- 1.2.3 Principles of levelling

1.3 Plane Tabling

- 1.3.1 Equipments required
- 1.3.2 Methods of plane tabling
- 1.3.3 Two and three point problems

1.4 Theodolite and Traverse surveying

- 1.4.1 Basic difference between different theodolites
- 1.4.2 Temporary adjustments of theodolites
- 1.4.3 Fundamental lines and desired relations
- 1.4.4 Tacheometry: stadia method
- 1.4.5 Trigonometrical levelling
- 1.4.6 Checks in closed traverse

1.5 Contouring

- 1.5.1 Characteristics of contour lines
- 1.5.2 Method of locating contours
- 1.5.3 Contour plotting

1.6 Setting Out

- 1.6.1 Small buildings
- 1.6.2 Simple curves

2. Construction Materials

2.1 Stone

- 2.1.1 Formation and availability of stones in Nepal
- 2.1.2 Methods of laying and construction with various stones

2.2 Cement

- 2.2.1 Different cements: Ingredients, properties and manufacture
- 2.2.2 Storage and transport
- 2.2.3 Admixtures

2.3 Clay and Clay Products

- 2.3.1 Brick: type, manufacture, laying, bonds

2.4 Paints and Varnishes

- 2.4.1 Type and selection
- 2.4.2 Preparation techniques
- 2.4.3 Use

2.5 Bitumen

- 2.5.1 Type
- 2.5.2 Selection
- 2.5.3 Use

3. Mechanics of Materials and Structures

3.1 Mechanics of Materials

- 3.1.1 Internal effects of loading
- 3.1.2 Ultimate strength and working stress of materials

3.2 Mechanics of Beams

- 3.2.1 Relation between shear force and bending moment
- 3.2.2 Thrust, shear and bending moment diagrams for statically determinate beams under various types of loading

3.3 Simple Strut Theory

4. Hydraulics

4.1 General

- 4.1.1 Properties of fluid: mass, weight, specific weight, density, specific volume, specific gravity, viscosity
- 4.1.2 Pressure and Pascal's law

4.2 Hydro-Kinematics and Hydro-Dynamics

- 4.2.1 Energy of flowing liquid: elevation energy, Kinetic energy, potential energy, internal energy

4.3 Measurement of Discharge

- 4.3.1 Weirs and notches
- 4.3.2 Discharge formulas

4.4 Flows

- 4.4.1 Characteristics of pipe flow and open channel flow

5. Soil Mechanics

5.1 General

- 5.1.1 Soil types and classification
- 5.1.2 Three phase system of soil
- 5.1.3 Unit Weight of soil mass: bulk density, saturated density, submerged density and dry density
- 5.1.4 Interrelationship between specific gravity, void ratio, porosity, degree of saturation, percentage of air voids air content and density index

5.2 Soil Water Relation

- 5.2.1 Terzaghi's principle of effective stress
- 5.2.2 Darcy's law
- 5.2.3 Factors affecting permeability

5.3 Compaction of soil

- 5.3.1 Factors affecting soil compaction
- 5.3.2 Optimum moisture content
- 5.3.3 Relation between dry density and moisture content

5.4 Shear Strength of Soils

- 5.4.1 Mohr-Coulomb failure theory
- 5.4.2 Cohesion and angle of internal friction

5.5 Earth Pressures

5.5.1 Active and passive earth pressures

5.5.2 Lateral earth pressure theory

5.5.3 Rankine's earth pressure theory

5.6 Foundation Engineering

5.6.1 Terzaghi's general bearing capacity formulas and their application

6. Structural Design

6.1 R.C. Sections in Bending

6.1.1 Under reinforced, over reinforced and balanced sections

6.1.2 Analysis of single and double reinforced rectangular sections

6.2 Shear and Bond for R.C. Sections

6.2.1 Shear resistance of a R.C. section

6.2.2 Types of Shear reinforcement and their design

6.2.3 Determination of anchorage length

6.3 Axially Loaded R.C. Columns

6.3.1 Short and long columns

6.3.2 Design of a rectangular column section

6.4 Design and Drafting of R.C. Structures

6.4.1 Singly and doubly reinforced rectangular beams

6.4.2 Simple one-way and two-way slabs

6.4.3 Axially loaded short and long columns

7. Building Construction Technology

7.1 Foundations

7.1.1 Subsoil exploration

7.1.2 Type and suitability of different foundations: Shallow, deep

7.1.3 Shoring and dewatering

7.1.4 Design of simple brick or stone masonry foundations

7.2 Walls

7.2.1 Type of walls and their functions

7.2.2 Choosing wall thickness, Height to length relation

7.2.3 Use of scaffolding

7.3 Damp Proofing

7.3.1 Source of Dampness

7.3.2 Remedial measures to prevent dampness

7.4 Concrete Technology

7.4.1 Constituents of cement concrete

7.4.2 Grading of aggregates

7.4.3 Concrete mixes

7.4.4 Water cement ratio

7.4.5 Factors affecting strength of concrete

7.4.6 Form work

7.4.7 Curing

7.5 Wood work

7.5.1 Frame and shutters of door and window

7.5.2 Timber construction of upper floors

7.5.3 Design and construction of stairs

7.6 Flooring and Finishing

7.6.1 Floor finishes: brick, concrete, flagstone

7.6.2 Plastering

8. Water Supply and Sanitation Engineering

8.1 General

8.1.1 Objectives of water supply system

8.1.2 Source of water and its selection: gravity and artisan springs, shallow and deep wells; infiltration galleries.

8.2 Gravity Water Supply System

8.2.1 Design period

8.2.2 Determination of daily water demand

8.2.3 Determination of storage tank capacity

8.2.4 Selection of pipe

8.2.5 Pipe line design and hydraulic grade line

8.3 Design of Sewer

8.3.1 Quantity of sanitary sewage

8.3.2 Maximum, Minimum and self cleaning velocity

8.4 Excreta Disposal and Unsewered Area

8.4.1 Pit latrine

8.4.2 Design of septic tank

9. Irrigation Engineering

9.1 General

9.1.1 Advantages and Disadvantages of irrigation

9.2 Water Requirement

9.2.1 Crop season and principal crops

9.2.2 Base period

9.3 Flow irrigation Canals

9.3.1 Canal losses and their minimization

9.3.2 Maximum and minimum velocities

9.3.3 Design of irrigation canal section based on Manning's formula

9.3.4 Need and location of spillways

9.3.5 Head works for small canals

10. Highway Engineering

10.1 General

10.1.1 Introduction to transportation systems

10.1.2 Historic development of roads

10.1.3 Classification of road in Nepal

10.1.4 Basic requirements of road alignment

10.2 Geometric Design

10.2.1 Basic design control and criteria for design

10.2.2 Elements of cross section, typical cross-section for all roads in filling and cutting

10.2.3 Camber

10.2.4 Determination of radius of horizontal curves

10.2.5 Superlevation

- 10.2.6 Sight distances
- 10.2.7 Gradient
- 10.2.8 Use of Nepal Road Standard and subsequent revision in road design
- 10.3 Drainage System
 - 10.3.1 Importance of drainage system and requirements of a good drainage system
- 10.4 Road Pavement
 - 10.4.1 Pavement structure and its components: subgrade, sub-base, base and surface courses
- 10.5 Road Machineries
 - 10.5.1 Earth moving and compacting machines
- 10.6 Road Construction Technology
- 10.7 Bridge
 - 10.7.1 T-beam bridge
 - 10.7.2 Timber bridges
- 10.8 Road Maintenance and Repair
 - 10.8.1 Type of maintenance Works
- 10.9 Tracks and Trails

11. Estimating and Costing

- 11.1 General
 - 11.1.1 Main items of work
 - 11.1.2 Units of measurement and payment of various items of work and material
 - 11.1.3 Standard estimate formats of government offices
- 11.2 Rate Analysis
 - 11.2.1 Basic general knowledge on the use of rate analysis norms prepared by Ministry of Works and Transport and the district rates prescribed by district development committee
- 11.3 Specifications
 - 11.3.1 Interpretation of specifications
- 11.4 Valuation
 - 11.4.1 Methods of valuation
 - 11.4.2 Basic general knowledge of standard formats used by commercial banks and NIDC for valuation

12. Construction Management

- 12.1 Organization
 - 12.1.1 Need for organization
 - 12.1.2 Responsibilities of a civil overseer
 - 12.1.3 Relation between Owner, Contractor and Engineer
- 12.2 Site Management
 - 12.2.1 Preparation of site plan
 - 12.2.2 Organizing labor
 - 12.2.3 Measures to improve labor efficiency
 - 12.2.4 Accident prevention

12.3 Contract Procedure

- 12.3.1 Contracts
- 12.3.2 Departmental works and day-work
- 12.3.3 Types of contracts
- 12.3.4 Tender and tender notice
- 12.3.5 Earnest money and security deposit
- 12.3.6 Preparation before inviting tender
- 12.3.7 Agreement
- 12.3.8 Conditions of contract
- 12.3.9 Construction supervision
- 12.4 Accounts
 - 12.4.1 Administrative approval and technical sanction
 - 12.4.2 Familiarity with standard account keeping formats used in governmental organizations
 - 12.4.3 Muster roll
 - 12.4.4 Completion report
- 12.5 Planning and Control
 - 12.5.1 Construction schedule
 - 12.5.2 Equipment and materials schedule
 - 12.5.3 Construction stages and operations
 - 12.5.4 Bar chart

13. Airport Engineering

- 13.1 General
 - 13.1.1 Introduction to Air Transport System
 - 13.1.2 Historic development of Airports in Nepal
 - 13.1.3 Classification of Airports
 - 13.1.4 Airport terminologies
- 13.2 Design
 - 13.2.1 Basic design control and criteria for design
 - 13.2.2 General items contained in ANNEX 14 (ICAO Publication)
 - 13.2.3 Planning of Airport and its elements
 - 13.2.4 Terminal Building and Control Tower
 - 13.2.5 Drainage System
 - 13.2.6 Geometric design, pavement structure and its component
 - 13.2.7 Basic knowledge of Heliport and Hangers
- 13.3 Airport Maintenance
 - 13.3.1 Types of maintenance
 - 13.3.2 Methods of maintenance

**लोक सेवा आयोग नेपाल विविध सेवा, राजपत्र अनंकित द्वितीय श्रेणी, सहायक
कम्प्यूटर अपरेटर वा सो सरह पदको खुल्ला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम**

1. Computer Fundamentals

- 1.1. Computer: - Definition, History, Generation, Characteristics, Types & Applications.
- 1.2. Overview of a computer system:-
 - 1.2.1. Data and data processing
 - 1.2.2. Hardware
 - 1.2.2.1. Definition of Hardware
 - 1.2.2.2. Input Unit: - Keyboard, Mouse, Scanner, etc
 - 1.2.2.3. CPU:- Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU)
 - 1.2.2.4. Output Unit:- Monitor, Printer, etc
 - 1.2.2.5. Storage devices:- Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, DVD, Flash disk etc.)
 - 1.2.2.6. Others:- Network card, Modem, Sound card, etc.
 - 1.2.3. Software
 - 1.2.3.1. Definition & Types of Software
 - 1.2.3.2. Programming Language
 - 1.2.4. Liveware
 - 1.2.5. Firmware and Cache Memory
- 1.3. Setting & protection of Computer Room and Computer
- 1.4. Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 1.5. Concept of Multimedia
- 1.6. File Management basic:
 - 1.6.1. Physical Structure of the disk
 - 1.6.2. Concept of File and folder
 - 1.6.3. Wildcards and Pathname
 - 1.6.4. Type of files and file extensions
- 1.7. Computer Networking
 - 1.7.1. Introduction to Networking
 - 1.7.2. Types of Network (LAN, MAN, WAN etc)
 - 1.7.3. Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
 - 1.7.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
- 1.8. Introduction to ASCII and Unicode standards
- 1.9. Electronic Transaction Act 2008

2. Operating System

- 2.1. Introduction to Operating System
- 2.2. Types of Operating System
- 2.3. Functions of Operating Systems
- 2.4. Command line operation (e.g. copy command, move command, command to view and set different file attributes etc)
- 2.5. Windows
 - 2.5.1. Introduction to GUI
 - 2.5.2. Introduction of Windows Operating System
 - 2.5.2.1. Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.
 - 2.5.2.2. Starting and shutting down Windows
 - 2.5.2.3. File Management with Windows Explorer
 - 2.5.2.4. Windows applications: (e.g. Control Panel, Character Map, Paint etc)
 - 2.5.2.5. Finding files of folders and saving the result
 - 2.5.2.6. Starting a program by command line operation
 - 2.5.2.7. Changing window settings
 - 2.5.2.7.1. Adding/Removing programs
 - 2.5.2.7.2. Clearing the contents of document menu
 - 2.5.2.7.3. Customizing the taskbar
 - 2.5.2.7.4. Control panel items
 - 2.5.2.8. Creating shortcut (icons) on desktop
 - 2.5.2.9. System tools:- disk scanning, disk defragmenter, backup, restore, format

3. Word Processing

- 3.1. Concept of Word Processing
- 3.2. Types of Word Processing
- 3.3. Introduction to Word Processor
 - 3.3.1. Creating, Saving and Opening the documents
 - 3.3.2. Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - 3.3.3. Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)
 - 3.3.4. Finding and Replacing Text
 - 3.3.5. Familiar with Devnagari Fonts
 - 3.3.6. Creating lists with Bullets and Numbering
 - 3.3.7. Creating and Manipulating Tables
 - 3.3.8. Borders and Shading
 - 3.3.9. Use of Indentation and Tab Setting
 - 3.3.10. Creating Newspaper Style Documents Using Column



- 3.3.11. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
- 3.3.12. Opening & Saving different types of document
- 3.3.13. Changing Default settings
- 3.3.14. Mail Merge
- 3.3.15. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
- 3.3.16. Security Technique of Documents
- 3.3.17. Setting Page Layout, Previewing and Printing Documents

4. Electronic Spreadsheet

- 4.1. Concept of Electronic Spreadsheet
- 4.2. Types of Electronic Spreadsheet
- 4.3. Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- 4.4. Introduction to spreadsheet application
 - 4.4.1. Creating, Opening and Saving Work Book
 - 4.4.2. Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - 4.4.3. Editing, Copying, Moving, Deleting Cell Contents
 - 4.4.4. Familiar with Devnagari Fonts
 - 4.4.5. Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)
 - 4.4.6. Formatting Rows, Column and Sheets
 - 4.4.7. Using Formula - Relative Cell and Absolute Cell Reference
 - 4.4.8. Using basic Functions
 - 4.4.9. Generating Series
 - 4.4.10. Changing default options
 - 4.4.11. Sorting and Filtering Data
 - 4.4.12. Summarizing Data with Sub Totals
 - 4.4.13. Creating Chart
 - 4.4.14. Inserting Header and Footer
 - 4.4.15. Spell Checking
 - 4.4.16. Importing from and Exporting into other Formats
 - 4.4.17. Page Setting, Previewing and Printing

5. Database System

- 5.1. Introduction to Data, Database and DBMS
- 5.2. Basic Concept of Tables, Fields, Records, Relationships and Indexing
- 5.3. Introduction to database application
 - 5.3.1. Data Types
 - 5.3.2. Creating, Modifying & Deleting Tables/Forms/Repots

6. Presentation System

- 6.1. Introduction to presentation application
 - 6.1.1. Creating, Opening & Saving Slides
 - 6.1.2. Formatting Slides
 - 6.1.3. Slide Show
 - 6.1.4. Animation
 - 6.1.5. Inserting Built-in picture, Picture, Table, Chart, Graphs, Organization Chart etc.

---The end---

