

## लोक सेवा आयोग

नेपाल संघीय संसद सेवा, सूचना प्रविधि समूह, राजपत्र अनङ्कित प्रथम श्रेणी,  
कम्प्युटर अपरेटर पदको प्रतियोगितात्मक लिखित परीक्षा  
मिति: २०७९/१२/२५

समय: २ घण्टा १५ मिनेट

पूर्णाङ्क: १००

पत्र: द्वितीय

विषय: सेवा सम्बन्धित कार्य-ज्ञान

निम्न प्रश्नहरूको उत्तर Section अनुसार छुट्टाछुट्टै उत्तरपुस्तिकामा लेख्नुपर्नेछ ।

### Section - A

**50 Marks**

1. What do you understand by a Programming Language? Explain its types. 5
2. Describe the various types of system tools available in Windows OS to improve the system performance. 5
3. Briefly explain header, footer, footnotes, endnotes, and page number in MS-Word. 5
4. What are the techniques of security word documents? Explain. 5
5. Define Relative Referencing, Mixed Referencing and Absolute Referencing used in Microsoft Excel. 5
6. What is data type? Explain any six data types available in database applications. 5
7. Define mail merge in word processing. What are the advantages of using mail merge? Explain the steps of applying mail merge with a suitable example. 2+2+6=10
8. What do you understand by relationships among tables? Support your answer with an example showing relationships among three tables. 10

### Section - B

**50 Marks**

9. What are animation and transition effects in PowerPoint Presentation? Write down the advantages of using animation effect to the texts or objects in the presentation slides. 5
10. Define HTML. Differentiate between open tags and closed tags. 5
11. What is an IP Address? Describe the different classes of IP Address. 5
12. Present the key concept of Firewall, IDS and IPS. What is Trojan horse malware? State. 5
13. How does Light Emitting Diode (LED) display differ from Cathode Ray Tube (CRT) display device? Compare. 5
14. As per the Electronic Transaction Act, what are the functions, duties and powers of the controller? Mention. 5
15. What do you understand by Digital Signature? Explain in detail how it works. 3+7=10
16. Elaborate the features of Government website design and highlight some points to be followed by the Government websites to maintain privacy standard as per the Government Website Development and Arrangement Directives. 10

«««The End»»»