

SECTION-B (SUBJECT SPECIFIC) SYLLABUS FOR THE POST OF JR COMPUTER OPERATOR

1. Urdu Prose
2. Urdu Poetry
3. Supplementary Reader – Questions from Khayaban-e-Urdu
4. History of Urdu Literature
5. Sanaye o Badaye
Matla, Makta, Qafiya, Radeef, Husn e Matla, Sanat e Tashbeeh, Isteyaara,
Sanate Tazaad, Talmeeh, Sanat e Taalli, Husan e Talil, Muratun Nazeer

Word Processing (MS Word):

Introduction to text creation, formatting, mail merge, and table manipulation.

Spreadsheet (MS Excel):

Creating, editing, and formatting workbooks, using formulas and functions, and creating charts.

Presentation (MS PowerPoint):

Creating and automating slide shows, adding transitions and timings.

Other topics:

Basics of computer networking, email, and soft skills like personality development.

Urdu In-page

1. Computer Ek Taarruf
2. Computer ki Khususiyaat
3. Inpage Urdu ke Baare mein
4. Inpage Urdu ka Chalna/Chalana
5. Mashq : Inpage Urdu se mutalliq maloomat
6. Inpage ke Objectives
7. Text box
8. Texts ki Ibtidai formatting
9. Master Page
10. Mashq : Inpage ke objectives, Text Box aur uski formatting, Master Page.

Introduction, Uses, Collect for output, Import & Export, Lock Guide, Preferences (Application, Document, Typographic, Story Editor), Style Sheets, Define Colors, Index Entry, Edit Links, File, Edit, View, Format, Insert Symbols, Utilities, Urdu software, How to run Urdu Software, Urdu software interface, Text Box, Picture Box, Graphic Box, Line, Guides, Text Chain, Formatting Text, Master Page, Ribbon, Printing, 26 How to make attractive headlines, how to layout a book, Urdu English Dictionary layout, Ghazal layout, CorelDraw with Urdu Software, Use mathematical equation, Arabic/Persian with Urdu, Web menu, Symbol menu, Window menu, Help menu, How to make Internet file, Additional features, short-cut keys, keyboard preference.

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