Tier-II Exam **SYLLABUS FOR THE POST OF ASSTT. EDITOR**

1. *Study of Urdu Fiction*
2. *Study of Urdu Non-Fiction*
3. *Introduction to Urdu Poetry*
4. Study of Urdu Poetry
5. Study of Urdu Prose
6. Study of Development of Urdu
7. *Urdu Qasida, Masnavi, Marsiya*
8. Urdu Short Story Writers
9. Urdu Drama
10. *Urdu Tanz-o-Mazah*
11. *Literary Movements in Urdu*
12. *Poet Iqbal, Mirza Ghalib, Haali*
13. *History of Urdu Language and Literature*
14. *Urdu Marsiya*
15. *Urdu Biographies, Travelogue and Reportage*
16. *Study of Classical Prose*

URDU JOURNALISM/MASS COMMUNICATION

- Introduction to Mass Communication & Media
- Urdu Journalism Fundamentals
- Reporting & Editing (Print)
- Media Law & Ethics
- Computer Applications for Media
- Electronic & Digital Media
- Feature Story Writing & Opinion Journalism
- Graphics, Layout & Production for Urdu Media
- Public Relations & Corporate Communication
- Basic of Photography
- Web Communication
- Print Journalism

- Tarseel Aur Awami Tarseel
- Sahafat Funn Aur Technique
- Urdu Sahafat Ki Tareekh
- Televiion Nashriyaat
- Radio Nashriyaat
- Tarjuma Nigar
- Media Qanoon Aur Zabita Akhaq

MS OFFICE

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 Ibtedai 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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