

लोकसेवा आयोग

Computer Operator Practical Exam Paper - 2072

Time: 30 min.

F.M.: 30

P.M.: 15

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Word-processing

1.) Design a thank you letter to your teachers and relatives giving them credit of your success on Computer Operator Examination 2072. Prepare letters for every individual using the information below: (10)

- Set the pages as Aqua Accent Page color.
- Page border should be double lined Showed on Red Accent 2 color as darker as your wish.
- Set the watermark as your full name in any Devnagari Font having any one font style.

S.N.	Name	Last Name	Address	Relation
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2	Dilliram	Adhikari	Manau-8, Bardiya	Teacher
3	Suresh	Khanal	Saichatar-3, Kathmandu	Teacher
4	Ganesh	Aryal	Battar-2, Nuwakot	Mama
5	Anuj	Shrestha	Gharbaritol-4, Nepalgunj	Friend

Spreadsheet

2.) Design & calculate a Vat Bill of "The Kothiyaghat Resort" where the following items has been served to you.

- Save your sheet as excel binary file.
- Insert a appropriate chart to show the proper infographic of the bill.

Computer Operator Exam Paper

Annelies Wilder-Smith



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