Patna High Court Computer Operator-cum-Typist Syllabus

❖ Syllabus And Scheme of Examination

i. **English Language and grammar :** Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts.

(20 Marks)

ii. **Hindi Language and grammar :** शब्द-रूपांतरण, लिंग, वचन, कारक, काल, वाच्य, शुद्ध वर्तनी, मुहावरे एवं लोकोक्तियां, अलंकार के उदाहरण एवं प्रकार, संधि, समास, उपसर्ग एवं प्रत्यय

(10 Marks)

iii. **Basic Computer Science :** History of computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basics of Hardware and software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and PowerPoint), Internet terms and services, Networking and communication, Security Tools and Viruses

(20 Marks)

Note :- (i) The question paper of Written Test shall be available in English language only except the paper of Hindi Language and Grammar which shall be in Hindi.

(ii) The Keyboard Layout for Hindi Typing shall be **"Remington Gail"** and the font shall be **"Mangal".**

(iii)There shall not be negative marking for incorrect answers in the written test.