

लोक सेवा आयोग
नेपाल राष्ट्र बैंक, प्राविधिक, सूचना प्रविधि, सहायक द्वितीय, सहायक (सूचना प्रविधि) पदको खुला
प्रतियोगितात्मक लिखित परीक्षा
२०८१।०९।१५

पत्र : द्वितीय
समय : २ घण्टा ३० मिनेट

पूर्णाङ्क : १००

विषय : **Information Technology - II**

प्रत्येक Section को उत्तर छुट्टाछुट्टै उत्तरपुस्तिकामा लेख्नुपर्नेछ । अन्यथा उत्तरपुस्तिका रद्द हुनेछ ।

Subjective

Time : 2 hours

75 Marks

Section "A"

45 Marks

1. When is Mail Merge used? List down the steps of using mail merge. 2+3=5 ✓
2. Explain the settings that can be adjusted to control how a document is printed. What role does proofreading play in document creation, and how can Microsoft Word assist in this process? Clarify. 3+2=5 ✓
3. What is a Pivot Table? How do you create chart from Pivot Table? Explain. 2+3=5 ✓
4. Explain formatting slides, slide transition and animation in PowerPoint. 5
5. What is normalization in database? Why normalization is required? Explain 1NF and 2NF with examples. 1+1+3=5
6. Suppose you need to prepare a report in Microsoft Word. How would you create headings and sub-headings for sections? How do you put captions under figures? Explain how you would prepare the table of contents using the headings/sub-headings. Also, explain how to insert a list of figures. How would you start the page numbering after the front matter (e.g., table of contents, list of figures, etc.)? Write. 10
7. Explain the difference between relative, absolute and mixed cell references in Excel formulas. Provide an example of when each type of reference would be used in a practical scenario. Also, explain the process of creating Pivot Table. 5+3+2=10

Section "B"

30 Marks

8. Briefly discuss how Social Media can be effectively utilized in governance. 5
9. Discuss the various types of IT risks that exist in the banking sector in Nepal and also briefly explain the preventive actions. 3+2=5
10. Explain the major offenses stated in Electronic Transactions Act, 2063. 5
11. Discuss the role of Nepal Rastra Bank in regulating the mobile wallet service providers. 5
12. Describe Nepal Rastra Bank's objectives, functions and duties in brief. How does its Monetary Policy shape the economy of the country? Explain. 6+4=10

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