

SYLLABUS

DATA ENTRY OPERATIONS(CODE: 336)

1. Basics of Computer

- Computer Organization
- Input and Output Devices
- System Software and Application Software
- Computer Language
- Compiler and Assembler

2. Operating System

- Elements of Windows XP
- Desktop Elements
- Locating Files and Folders
- Changing System Setting
- File Management in Windows
- Installation of Software and Hardware

3. Basics of Word Processing

- Starting Word Program
- Word Screen Layout
- Typing Screen Objects
- Managing Documents
- Protecting and Finding Documents
- Printing Documents

4. Formatting Documents

- Working with text
- Formatting Text
- Formatting Paragraphs
- Bulleted and Numbered Lists
- Copying and Moving Text
- Spelling and Grammar
- Page Formatting
- Creating Tables

5. Mail Merge

- Types of document in Mail merge
- Creating data Source
- Creating Mailing Labels
- Merging Data into Main Document

6. Basics of Spreadsheet

- Selecting, Adding and Renaming Worksheets
- Modifying a Worksheet
- Resizing Rows and Columns
- Workbook Protection

7. Formatting Worksheets

- Formatting Toolbar
- Formatting Cells
- Formatting Rows and Columns
- Formatting Worksheets Using Styles
- Protect and Unprotect Worksheets

8. Formulas, Functions and Charts

- Formulas and Functions
- Copying a Formula
- Types of Functions
- Types of Charts
- Auto Shapes and Smart art

9. Creating Presentation

- Creating Slides
- Slide Sorter View
- Changing Slide Layouts
- Moving Between Slides

10. Introduction to Internet

- Getting Connected to Internet
- Types of Internet Connections
- Internet Terminology
- Understanding Internet Address
- Web Browser and Internet Services