

## **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