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FOR GOA CLASS 10 PREPARATION

Goa Board Class 10 Syllabus 2027 Domestic Data Entry Operator

EXAM	YEAR	TYPE
Goa Class 10	2027	Syllabus

DOMESTIC DATA ENTRY OPERATOR -1100

Class X

UNIT 1. DIGITAL DOCUMENTATION (ADVANCED) USING LIBREOFFICE WRITER

Chapter 1. INTRODUCTION TO STYLES

- Style Categories
- Styles and Formatting
- Fill Format
- Creating and updating a New Style

Chapter 2. WORKING WITH IMAGES

- Inserting an Image in a Document – in 4 ways (Menu, Drag & Drop, Copy & Paste, Linking)
- Modifying an Image (image toolbars, filters)
- Resizing an Image

Objects

- Drawing Objects
- Resizing and Grouping objects
- Positioning Image in the Text

Chapter 3. ADVANCED FEATURES OF WRITER

- Table of Contents
  - Hierarchy of Headings
  - Creating a Table of Contents (ToC)
  - Customisation of ToC
  - Updating the ToC
  - Deleting ToC
- Using Templates
  - Checking the template of the document
  - Creating a Template
  - Using In-built/Saved Templates

UNIT 2. ELECTRONIC SPREADSHEET (ADVANCED) USING LIBREOFFICE CALC

Chapter 4. ANALYSE DATA USING SCENARIOS AND GOAL SEEK

- Consolidating Data
- Groups and Subtotals
- What-if Scenarios
- Goal Seek

Chapter 6. LINKING SPREADSHEET DATA

- Setting up Multiple Sheets
- Creating Reference to Other Sheets by Using Keyboard and Mouse
- Creating Reference to Other Documents by Using Keyboard and Mouse

Hyperlinks to the Sheet

UNIT 3. DATABASE MANAGEMENT SYSTEM USING LIBREOFFICE BASE

Chapter 8. INTRODUCTION TO DATABASE MANAGEMENT SYSTEM

- Data and Information
- Databases and DBMS
- Data Models
- Relational Database Terminology (RDBMS)
- Objects of an RDBMS

Chapter 9. STARTING WITH LIBREOFFICE BASE

- Data Types
- Starting with LibreOffice Base
- User Interface of LibreOffice Base
- Opening a Database (creating)
- Creating a Table (using wizard and design)
- Setting the Primary Key
- Entering Data in a Table

Chapter 10. WORKING WITH MULTIPLE TABLES

- Editing and Deleting Tables
- Relationships between Tables
- Types of Relationships

- Creating Relationships between Tables
- Referential Integrity

Chapter 12. FORMS AND REPORTS

- Creating a Form (Using wizard and Design view)
- Modifying a Form
- Forms Controls Toolbar
- Adding a new record using a form