

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
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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
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