

# SYLLABUS

## DATA ENTRY OPERATIONS (CODE:336) of NIOS

### **1. Basics of Computer**

- Computer Organisation
- 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 in to 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 of 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 Connect to Internet
- Types of Internet Connections
- Internet Terminology
- Understanding Internet Address
- Web Browser and Internet Services