

## Bifurcation of Syllabus

**Subject: Data Entry Operations Code:- 336**

<b>Total no. of Lessons= 10</b>			
<b>Lesson (No. &amp; name)</b>	<b>TMA (40%)</b>	<b>Public Examination (60%)</b>	
	<b>(No. of lessons 4 )</b>	<b>(No. of lessons 7)</b>	
1. Basics of Computer		<b>Public Examination</b>	
2. Operating System	<b>TMA</b>		
3. Basics of Word Processing	<b>TMA</b>		
4. Formatting of Documents		<b>Public Examination</b>	
5. Mail Merge		<b>Public Examination</b>	
6. Basics of Spreadsheets	<b>TMA</b>		
7. Formatting of Spreadsheets	<b>TMA</b>		
8. Formulas, Functions and Chart		<b>Public Examination</b>	
9. Creating Presentation		<b>Public Examination</b>	
10. Internet		<b>Public Examination</b>	

