

SYLLABUS

DATA ENTRY OPERATIONS(CODE:229)

- 1. Basics of Computer**
 - Input and Output Devices
 - System Software and Application Software
 - Computer Language
 - Compiler and Assembler
- 2. Operating System**
 - 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
- 4. Formatting Documents**
 - Working with text
 - Formatting Paragraphs
 - Creating Bulleted and Numbered Lists
 - Spelling and Grammar
- 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 Columns and Rows
 - Protect and Unprotect Worksheets
- 8. Formulas, Functions and Charts**
 - 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