SYLLABUS
DATA ENTRY OPERATIONS (CODE:336) of NIOS

1. **Basics of Computer**
   - Computer Organjisation
   - 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