SYLLABUS DATA ENTRY OPERATIONS (CODE:336) of NIOS

1. Basics of Computer

- > Computer Organijsation
- 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