

## **Course Name: Data Entry Operator (DEO)**

**Objective:** To impart the most up-to date computer knowledge especially in respect of clerical and documentation skills to the participants in order to enable them to keep pace with new technological innovations so as to help them maintain database, generate graphs, financial statements, reports, presentation material, etc. and also start documentation centre on their own.

Duration: 3 Months

Eligibility: 10th class

### **Syllabus:**

#### **Module-I Computer Fundamentals**

##### **Introduction to Computes**

History of Computers; Computer Generations: First Generation, Second Generation, Third Generation, Fourth Generation and Fifth Generation; Types of Computers: Digital, Analog, Hybrid Computers; Micro, Mini, Mainframe and Super Computers, Overview of Computer System: Hardware, Procedures, Data, Information, Humanware, I/O Process, CPU, Input and Output devices; Types of Software: System Software, Application Software, Operating System, Language Processors, Utility Programmes, Programming Languages, Machine Language, Assembly Language, High Level Language, 4th Generation Language; Data Communication and Networks.

##### **Disk Operating System (DOS)**

Operating System; Types of Operating Systems; Commands: DIR, DIR/P, DIR/W, COPY, REN, DISKCOPY, FORMAT, DEL, DELTREE, ATTRIB, MD, CD, RD, COPY CON, Wildcard Characters (\* and ?)

##### **Windows-XP**

Graphic User Interface (GUI), Control Panel, Task Bar, Windows Explorer, Desk Top Themes, Shortcuts, Accessories, Managing Files and Folders.

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#### **Module-II MS-WORD**

##### **1. Introduction to MS-Word**

Introduction to MS-Word, The parts of a Word window, Creating new document, Saving document, Opening document, Selecting text, Deleting text, Undo, Redo, Repeat, Inserting text, Replacing text, Copying & Moving text, Copying from one Word document to another,

##### **2. Formatting Text and Document**

Formatting Characters, Drop Caps, Format Painter, Formatting Paragraphs, Line Spacing, Space Before and After, Margins and Gutters, Columns, borders and Shading, Page Breaks, Repagination, Book marks and Sections, Styles and the Style Gallery, Bullets, Find, Replace

##### **3. Printing Document and Page Setup.**

Setting Margins, Page Layout, Page Orientation, Printing and Print Options

##### **4. Working with Headers, Footers and Footnotes**

Creating Headers and Footers, Creating Different Headers and Footers for Odd and Even Pages, Inserting page numbers, Creating Footnotes and Endnotes.

##### **5. Tabs, Tables, and Sorting**

Setting of Tabs, Creating Tables, Converting Tables to Text and Vice Versa, Sorting text.

## **6. Working with Graphics**

Importing Graphics, Resizing Graphics, Cropping Graphics, Adding space around Graphics, Drawing Objects, Text in Drawings, Rotating and Flipping Objects, Callouts, Filling, Line Colors and Shades of Gray, Line Sizes and Arrowheads, Inserting Frames.

## **7. Tools**

Spelling Checker, Auto correct, Auto text, Grammar Checker, Word Count and Other Statistics, Tables of Contents, Creating an Index, Thesaurus.

## **8. Mail Merge**

Introduction to Main Documents and Data Source, Using the Mail Merge Helper, Starting Main Document, Starting Data source, Editing Main Document, Adding Merge fields to the Main Document, Merging Documents, Sorting Records, Filtering records, Creating Labels and Envelopes, Creating Catalogs and lists.

## **9. Project Work**

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## **Module-III MS-EXCEL**

### **1. Introduction to MS-EXCEL**

Introduction to MS-EXCEL, Creating a New Workbook, Selecting Cells, Navigating with the Mouse and Keyboard, Entering Text and Numbers, Entering Dates, Editing Text Dates and Numbers, Saving and Closing Workbook, Opening Workbook.

### **2. Editing a Worksheet**

Editing within a Cell; Copying, Moving, Pasting and Inserting Cells; Deleting and Clearing Cells; Deleting and Inserting Rows; Deleting and Inserting Columns; Finding and Replacing Text as well as Numbers; Selecting, Inserting, Deleting, Renaming, Moving and Copying Worksheets.

### **3. Formatting a Worksheet**

Changing Column Widths and Row Heights; Aligning Worksheet Data; Formatting Fonts; Adding Borders, Patterns, and Colours; Applying Number Formats; Creating Custom Number Formats; Hiding Rows and Columns; Inserting and Removing Page Breaks; Protecting Workbook and Sheets

### **4. Preview and Printing**

Preview; Adjusting Margins; Changing Page Setup; Changing print options.

### **5. Creating Graphic Objects**

Drawing Lines, Arrows, Rectangles, Ellipses, Arcs, Polygons, and Text Boxes; Selecting, Grouping, and Overlapping Graphic Objects; Sizing, Moving, and Copying Graphics Objects; Formatting Graphics Object; Hiding and Printing Graphic Objects.

### **6. Creating and Formatting a Chart**

Creating an Embedded Chart on a Worksheet; Creating a Chart Sheet in a Workbook; Selecting Items in a Chart; Adding Data Labels, Titles, and Other Items to a Chart; Chart Types and Auto formats; Changing the Chart Type; Formatting Chart Items: Colours, Patterns, Text, and Numbers; Formatting Data Series and Chart Type Groups; Formatting Data Labels, Markets, Legend, Axes, and Gridlines; Deleting a Chart; Printing a Chart.

### **7. Sorting and Filtering Data**

Sorting Data; Filtering Data using Auto Filter; Filtering Data using Criteria; Copying Filtered Data to another location; Using Formulae; References – Absolute and Relative.

### **8. Solving Problems by Analyzing Data**

Goal Seek (Seeking a value that solves a formula); Keep track of What-If Assumptions using Scenarios

### **9. Functions**

Statistical , Financial, Logical Database, Date and Text functions; Nested Functions

### **10. Importing and Exporting Documents**

Opening and Saving Documents in different formats

### **11. Project Work**