Data Entry Operations
Code No. 336

Introduction

Computer has become indispensable in today's life. Computer education provides learners with the knowledge and skills required effectively solve problems. Learning Computer and office applications is an exciting one among learners. This skill is one of the soft skills required by almost all companies. The only software package called out within the top 20 skills across all occupations is Microsoft Office, explicitly required in 15 percent of high-growth, high-salary positions.

The syllabus of Data Entry Operations at Senior Secondary course developed by NIOS to provide knowledge and understanding of basics of computer and use of office applications (Word processing, Spreadsheet and Presentation) and Internet.

Rationale

Keeping in view the importance of data entry operations in recent years, this course has been designed in a manner so as to make the students learn of the basic concepts of computer, Operating System, generalized packages viz., Word Processing, Spreadsheet and Presentation software and also about Internet.

Objectives

After completing this course, the learner will be able to:

- define basic components of computer system;
- explain the features of operating system;
- develop the skills of creating, printing and formatting the documents;
- create, modify and format spreadsheet;
- create PowerPoint presentation; and
- use internet.

Scope and job opportunity

Information technology professionals plan, coordinate and implement computer and information systems within an organization. Typically, they work with other managers within the company to determine the computer-related needs of an organization in relation to computer systems, software, servers, computer networking or network security. Information technology (IT) professionals go on to a variety of careers as IT managers, IT project managers, IT directors and, at the highest levels of business, chief technology officers or chief information officers. Job opportunities for computer information systems managers are keep on increasing. IT professionals, particularly those with specialized technical skills and business management backgrounds, will have the best opportunities for advancement in the field.

Nowadays every organisation is computerised. Government is also promoting digital literacy. So each person should have the basic knowledge of the computer whether he/ she is working in office / banking or teaching in a school or doing e-commerce business or designing a website or developing mobile app. Data etnry oprerations course will be eligible for data entry job.

Eligibility conditions

Age: 15 Years

Qualification: 10th pass.

Medium of instruction: Hindi, English and Urdu

Duration of the course: 1 Year

Weightage

Theory: 40 Marks

Practical: 60 Marks

Tutor Marked Assignment (TMA): 20 % Marks of theory

Scheme of studies: Theory (96 hours), practical (144 hours), TMA (self paced)

Scheme of evaluation: Theory paper 40 marks (2 hours), practical 60 marks (3hours), internal assessment (TMA) (20% of theory marks)

Pass criteria: 33% in each component

Course content

S. No.	Topics	Duration (in hours Th + Pr)	Module Approach/ Description	Description of practicals	Weightage (marks)
1.	**Basics of Computer**	10 (10 + 0)	This lesson explains the concept of Computer and list of input devices and output devices connected to the computer, and classification of	Write down the following details. • Configuration of your system • RAM Capacity • Hard disk Capacity • Different drives available on your system. • At least 5 features of any operating system being used at your study center/home.	5

			computers. This lesson also emphasizes upon the classification of computer languages.		
2.	**Operating System**	24 (8 + 16)	This lesson aims at explain the features of Windows operating system and file management in Windows. This lesson also explains about install software and hardware.		10
3.	**Basics of Word Processing**	65 (25+ 40)	Word Processing lessons make the learner to develop the skills of creating editing and printing and formatting the documents.	1. Enter your Bio-data with the following details in Times New Roman, font size 10 and save this file with name 'Details' in My documents. i. Name : ii. Father's Name: iii. Date of Birth: iv. Postal Address: v. Sex : vi. Nationality : vii. Educational Qualification: viii. Work Experience: 2. Perform the following activities on the above file: • Copy the file on CD and take the CD out. • Delete the file from the	28

				computer system	
				• Insert the CD again and scan it for virus.	
4.	**Formatting Documents**			1. Open the file "Details" and perform the following activities	
				a. Make the headings from serial no. (i) to (viii) bold.	
				b. Make the entry at serial no. (v) underline	
				c. Make the entry at serial no. (iii) italics.	
				d. Select the whole document and increase its font size by 2 points.	
				e. Make the line spacing 2.0 (whole document)	
				f. Type 'Bio-Data' at the top of the document and make it Bold, Center aligned, Underlined. Set the font size to 14.	
				g. Type the following at the end: Name: _____ Place:_____ Date: _____	
				2. Type a document of at least 2 pages on any topic with the following specifications:	
				• Line spacing 1.5	
				• Insert space after every paragraph	
				• Include at least one numbered list and one bulleted list	
				• Perform spellcheck and grammar check on the	

				whole document • If there is any name in the document, it should not appear as a misspelled word. • Title of the document should also be set as the page header • Footer should include Page number and your name. • Left margin: 1.5", Right margin: 0.5", Top margin: 1", Bottom Margin: 1" **3.** Create a time table using table in MS Word.	
5.	**Mail Merge**			1. Create a data source having rollno, email id and address details. Save this file as Mydata. 2. With the help of Mail Merge facility, use the file 'Invitation' as Main Document, 'Invitees' as Data Source and merge them with the following format: <Title> <Firstname> <Last Name> <Designation> <Institute> <City> Save it as 'Invitation Letter' in the folder 'abc'. Take print out of this Merged Document (invitation letter).	
6.	**Basics of Spreadsheet**	78 (30+ 48)	Spreadsheet lessons make the learner to	(i) Create a workbook containing two worksheets. (ii) Save the workbook with the	34

				develop the skills of creating, editing, printing and formatting the spreadsheet. This also explains about inserting formulas and functions and charts to your worksheets.	name 'Marksheet". (iii) Rename the worksheets as 'DataSheet', and 'ChartsSheet', (iv) Enter the data in DataSheet. Save the worksheet	
7.	**Formatting worksheets**				1. Using a Spreadsheet program, enter the employee data like employee name, employee id and salary in a worksheet. Save it as 'Result' in the folder 'abc' and take its print out. (i) Insert one column and one row in the above worksheet as per the following: (ii) Column to be inserted between B and C: (iii) Data for New column (iv) Date of Birth 29-10-1986 30-07-1991 05-03-1984 08-10-1986 (v) Calculate total salary for all the employees using appropriate formula and enter it in row 6 and giving the row heading as Total salary (vi) Plot a pie chart for the above data.	

8.	Formulas, Functions and Charts			(1) Enter your marksheet data in an Excel sheet and insert suitable graphs to represent the data. (2) (i) Enter the data of expenditure on various items in your family in the worksheet and save it in the name as 'expenditure'. (ii) Plot a pie chart based on the data in the file 'expenditure'. Save the file. (iii) Open the file 'expenditure' and plot a bar chart. Save the file.	
9.	**Creating Presentation**	37 (15+ 22)	This lesson makes the learner to create, edit and format presentation as per the topic given.	(1) Create a presentation using following slides and save this with the name 'My School'. Apply animation style to your PowerPoint presentation. Insert Slide numbers and Date in all the slides. Title Slide, Introduction Slide, at least one slide each for (i) School Achievements in Academics, (ii) School Achievements in Sports, (iii) School Achievements in Extra-Curricular activities, Credits slide, Thank You slide.	13
10.	**Introduction to Internet**	26 (8 + 18)	This lesson explains about Internet, different types Internet connections. This lesson also emphasizes the various services provided by Internet.	(1) Create your e-mail ID in at least two free e-mail Service Providers like Yahoo, Gmail, Hotmail etc. Send a mail from one id to the other. Then, from the second id send reply to the first. Include an attachment with the reply. (2) Send a letter to your friend	10

				inviting him to attend a family function from your new e-mail ID.	
				(3) Search websites of popular newspaper. and download important events related to sports on a particular day.	
				(4) Go to NIOS website www.nios.ac.in. Try to find and open the link for MuktaVidyaVani in NIOS website. Take the print out of today's MuktaVidyavani schedule.	
				(5) Open the NIOS website of NIOS and make a list of online courses available under academic / vocational.	

Note: Weightage will be given to practical record notebook maintenance and viva voce based on the activities.