Data Entry Operations
Code No. 229

Introduction

Information technology has grown at a very fast pace which has made familiarization of computers a must for each and every one. Computer education provides learners with the knowledge and skills required to effectively solve problems. Learning Computer and office applications is exciting for learners. Computer literacy and skills are some of the essential soft skills required by almost all companies nowadays.

The syllabus of Data Entry Operations at Secondary level developed by NIOS provides learners an opportunity to practice using computer, operating systems, documents, spreadsheets and powerpoint presentations.

Rationale

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.

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 the basic concepts of computer, Operating System, generalized packages viz., Word Processing, Spreadsheet and Presentation software.

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;
- handle different features of Spreadsheet;
- format spreadsheet and insert charts;
- create PowerPoint presentations.

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.

Eligibility conditions

Age: 14 years

Qualification: Ability to read and write

Medium of instruction: Hindi, English, Urdu, Marathi, Telugu, Gujarati, Malayalam, Tamil and Odia medium

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 hrs), practical work (144 hrs), TMA- self-paced

Scheme of evaluation: Theory paper 40 marks, practical work 60 marks, internal assessment (TMA) – 8 marks (20% of theory marks)

Pass criteria: 33% marks in each component

Course content

S. No.	Module/ 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		**5**

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			computers. This lesson also emphasizes upon the classification of computer languages.		
2.	**Operating System**	28 (12 + 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.	Create a report on Computer Lab(s) in your class. The report must at least include the following information: a. Number of computers in your class. b. Configuration of at least 2 computers in your school c. Names of various Operating Systems being used Names of various software installed	13
3.	**Basics of Word Processing**	80 (30 + 50)	Word Processing lessons make the learner to develop the skills of creating editing and printing and formatting the documents.	1. Create a registration form in Word document having the information like Name of the candidate, Father's name, Mother's name, Date of Birth, Postal Address, Sex, Nationality, Educational Qualification, Work Experience, Mobile No. Use Airal font, font size 14 and save this file with name 'First_document' in My documents. Apply the style to the above table 2. Open the file "First_document" and perform the following activities a. Make the headings bold.	32
4.	**Formatting Documents**				

5.	**Mail Merge**			b. Change the Text Highlight Color as "Yellow" at the entry ofDate of Birth. c. Make the entry at Mother's name as italics. d. Select the whole table and decrease its font size by 3 points. e. Make the line spacing 1.5 (whole document) f. Apply the Center alignment for the whole table. 3. Type a document of at least 1 page on any topic with the following specifications: a. Include at least one numbered list and one bulleted list b. Line spacing 2 c. Footer should include Page number and your name. d. Left margin: 1.5", Right margin: 0.5", Top margin: 1", Bottom Margin: 1" e. Insert any relevant picture in your document. 4. With the help of Mail Merge facility, send your birthday invitation letter to your five friends. Design a sample Data Source (in Excel) for this purpose. The data source should have at least 5 fields. (First name, Last name, Address, City, Pin code). Take print out of this Merged Document (invitation letter).	
6.	**Basics of Spreadsheet**	80 (30 + 50)	Spreadsheet lessons make	1. Enter the sports department data (having information like	32

7.	**Formatting worksheets**		the learner to 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 of the game, coach name, matches played, matches won, level of match (state, national), percentage of matches won and remarks)in your worksheet. Insert two Pie Charts one for Matches won and the other for Percentage of Matches won.	
8.	**Formulas, Functions and Charts**				

2. Enter the following data in your worksheet.

	A	B	C	D	E	F	G
1	Name	Class	Mark 1	Mark 2	Mark 3	Total	Average
2	Swati	10	80	70	92		
3	Puneet	10	98	67	46		
4	Manoj	10	54	78	59		
5	vipin	10	86	73	78		
6	Vidya	10	72	69	91		
7							
8							

- Insert one row on the top of the Worksheet, and type "Student Marksheet". Merge the columns A1 to G1

- Find the total, Average marks of each student

- Make the first row BOLD, Underline

- Select Total Column and fill blue color.

3. Enter the data of class X computer science students name, internal marks, external marks in your Worksheet and use the features AutoSum (to find total), merge cells (for heading), Formatting (Bold, Centre align etc.) Insert Column chart (To display marks obtained in Worksheet) and add chart Title, Axis Title. Change the sheet 1 (worksheet name) as "Mark sheet".

| 9. | **Creating Presentation** | 42 (14 + 28) | This lesson makes the learner to create, edit and format presentation as per the topic given. | 1. Create a PowerPoint presentation on "Water Conservation".Insert slide number and date in your presentation Your presentation should cover the following information.

   a. What is water conservation

   b. Insert a relevant picture in your Presentation.

   c. How to conserve water.

2. Create a PowerPoint presentation on "Good Habits". Your presentation should cover the following information.

   i. Introduction to Good Habits

   ii. Insert a relevant picture in your Presentation

   iii. Apply animation to your slides

Print your presentation - 2 slides per page. | 18 |