SYLLABUS

DEO

Diploma In Data Entry Operator

Eligibility : 10ᵗʰ   **DURATION : 3 Months**

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* Basics of Computer

* Operating System

* Word Processing & Formatting

* Spreadsheet & Functions

Syllabus

Basics of Computer : Introduction to Computer, Basic function of computer, CPU, Memory unit, date entry & typing, output unit, Software, computer language, computer security, Virus.

Operating System: Introduction to OS, Window 11, desktop elements, task bar, searching files & folders, changing system setting, File management in window, Install Software & Hardware.

Word Processing & Formatting: Main features of word processing, Features of word 2007; starting ms word Program, Word screen layout, Rulers, Managing Document, Find document, Printing Documents, Exit word Program, Working weigh text, front dialog box, Formatting paragraphs, Bulleted & numbered lists, Working with table, Adding graphics, moving text, Page formatting, header & footer.

Spreadsheet & Functions: Features of Spreadsheets, Features of ms excel 2007, Starting Excel, Excel Worksheet, Data Types, Navigation the worksheet, Entering & editing Data, Modifying worksheet, Paged Breaks, Page Setup, Print Preview, Home tab & Formatting Tools, Formatting cells using dialog box, Formatting Column & Rows, Formatting Worksheet using cells style & applying style, Auto format.
Using of formulas, Functions, Charts, types of charts, to use more function.