Curriculum: Data Entry Operations (Code: 229)

Class: IX & X

Course Overview

The **Data Entry Operations** course provides students with essential computer skills required for efficient data management, word processing, spreadsheet operations, presentations, and internet usage. The course emphasizes **practical applications**, ensuring students gain **hands-on experience** in using relevant software tools.

Module 1: Basics of Computer

Objective:

To introduce students to fundamental computer concepts, components, and software.

Topics Covered:

- **Input and Output Devices** – Understanding hardware components
- **System Software and Application Software** – Differentiating OS and programs
- **Computer Language** – Machine Language, Assembly Language, High-Level Languages
- **Compiler and Assembler** – Translating source code into machine-readable code

Practical Activities:

- Identifying and using input/output devices
- Differentiating system and application software
- Exploring programming languages and translation tools

Module 2: Operating System

Objective:

To familiarize students with **Windows OS** features and file management.

Topics Covered:

- **Desktop Elements** – Icons, taskbar, start menu, notification area
- **Locating Files and Folders** – Navigating through Windows Explorer
- **Changing System Settings** – Personalizing display, volume, date/time
- **File Management in Windows** – Creating, renaming, moving, copying, deleting files
- **Installation of Software and Hardware** – Installing software and connecting devices

Practical Activities:

- Exploring the Windows interface
- Performing file and folder operations
- Changing system settings
- Installing basic software

Module 3: Basics of Word Processing

Objective:

To teach students how to create and edit text documents using **MS Word**.

Topics Covered:

- **Starting Word Program** – Launching and exploring MS Word
- **Word Screen Layout** – Understanding toolbars, menus, and ribbons
- **Typing Screen Objects** – Entering and editing text
- **Managing Documents** – Creating, saving, opening, and closing files
- **Protecting and Finding Documents** – Securing and searching for documents

Practical Activities:

- Creating and formatting documents
- Applying text styles and effects
- Using document security features

Module 4: Formatting Documents

Objective:

To enhance document presentation and readability.

Topics Covered:

- **Working with Text** – Selecting, copying, cutting, and pasting text
- **Formatting Paragraphs** – Alignment, spacing, indentation
- **Creating Bulleted and Numbered Lists** – Organizing information
- **Spelling and Grammar** – Using MS Word's proofreading tools

Practical Activities:

- Formatting text and paragraphs
- Creating structured lists
- Running spell and grammar checks

Module 5: Mail Merge

Objective:

To automate document customization and mass communication.

Topics Covered:

- **Types of Documents in Mail Merge** – Letters, labels, and envelopes
- **Creating Data Source** – Structuring recipient information

- **Creating Mailing Labels** – Designing and formatting labels
- **Merging Data into Main Document** – Personalizing bulk documents

Practical Activities:

- Setting up and executing a mail merge
- Creating mailing labels for a list of contacts

Module 6: Basics of Spreadsheet

Objective:

To develop proficiency in **MS Excel** for data organization and analysis.

Topics Covered:

- **Selecting, Adding, and Renaming Worksheets** – Managing multiple sheets
- **Modifying a Worksheet** – Inserting, deleting, and formatting data
- **Resizing Rows and Columns** – Adjusting cell sizes
- **Workbook Protection** – Restricting access to data

Practical Activities:

- Organizing data across multiple sheets
- Formatting and resizing spreadsheet elements
- Applying security settings

Module 7: Formatting Worksheets

Objective:

To enhance data presentation through advanced formatting.

Topics Covered:

- **Formatting Toolbar** – Applying text and number formatting
- **Formatting Cells** – Customizing cell properties
- **Formatting Columns and Rows** – Adjusting and merging cells
- **Protecting and Unprotecting Worksheets** – Data security

Practical Activities:

- Formatting data for readability
- Securing worksheets with passwords

Module 8: Formulas, Functions, and Charts

Objective:

To introduce **calculation and visualization techniques** in MS Excel.

Topics Covered:

- **Copying a Formula** – Using the fill handle
- **Types of Functions** – SUM, AVERAGE, MIN, MAX, COUNT
- **Types of Charts** – Bar, Line, Pie, Column
- **Auto Shapes and Smart Art** – Enhancing presentations with graphics

Practical Activities:

- Applying formulas and functions
- Creating and formatting charts

Module 9: Creating Presentation

Objective:

To develop skills in **MS PowerPoint** for effective presentations.

Topics Covered:

- **Creating Slides** – Adding and structuring slides
- **Slide Sorter View** – Organizing presentation flow
- **Changing Slide Layouts** – Selecting appropriate slide formats
- **Moving Between Slides** – Navigating a presentation

Practical Activities:

- Designing a professional slideshow
- Applying animations and transitions

Assessment & Certification

Evaluation Criteria:

- **Practical Assignments** – 50%
- **Written Tests** – 40%
- **Final Project & Presentation** – 10%