

Curriculum: Data Entry Operation (336)

Class XII | Session: 2025-26

Course Overview

The **Data Entry Operation** course is designed to provide students with essential skills in **computer operations, word processing, spreadsheets, presentations, and the Internet**. The course includes both **theoretical concepts and practical applications**, ensuring that students gain **hands-on experience** in relevant software tools.

Module 1: Basics of Computer

Objective:

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

Topics Covered:

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

Practical Activities:

- Identifying and using input/output devices
 - Differentiating system and application software
 - Exploring programming languages and translation tools
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Module 2: Operating System

Objective:

To familiarize students with **Windows OS**, file management, and system settings.

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 and managing devices

Practical Activities:

- Exploring the Windows interface
 - Performing file and folder operations
 - Changing system settings
 - Installing software and hardware
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Module 3: Basics of Word Processing

Objective:

To develop proficiency in **MS Word** for creating, editing, and managing documents.

Topics Covered:

- **Starting Word Program** – Launching and navigating MS Word
- **Word Screen Layout** – Understanding menus and toolbars
- **Typing Screen Objects** – Entering and editing text
- **Managing Documents** – Creating, saving, and organizing documents
- **Protecting and Finding Documents** – Using security features and search functions

Practical Activities:

- Creating and formatting documents
 - Applying text styles and effects
 - Securing documents with passwords
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Module 4: Formatting Documents

Objective:

To enhance document presentation using formatting tools.

Topics Covered:

- **Working with Text** – Copy, cut, and paste functions
- **Formatting Paragraphs** – Alignment, spacing, indentation
- **Creating Bulleted and Numbered Lists** – Organizing content
- **Spelling and Grammar** – Using proofreading tools

Practical Activities:

- Formatting text and paragraphs
 - Creating structured lists
 - Running spell and grammar checks
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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
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Module 6: Basics of Spreadsheet

Objective:

To develop skills in **MS Excel** for data management 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
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Module 7: Formatting Worksheets

Objective:

To enhance spreadsheet readability through advanced formatting.

Topics Covered:

- **Formatting Toolbar** – Applying font styles, colors, and borders
- **Formatting Cells** – Adjusting text and number properties
- **Formatting Columns and Rows** – Merging cells, wrapping text
- **Protect and Unprotect Worksheets** – Data security

Practical Activities:

- Formatting data for readability
 - Securing worksheets with passwords
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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
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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
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Module 10: Introduction to Internet

Objective:

To provide an overview of **Internet basics, browsing, and email communication**.

Topics Covered:

- **What is Internet?** – Understanding online connectivity
- **Applications of Internet** – Communication, shopping, research, entertainment
- **Types of Internet Connections** – Broadband, Wi-Fi, mobile data, fiber optic
- **How Internet Works?** – Servers, IP addresses, data transfer
- **Web Browser & Search Engine** – Google, Bing, Yahoo
- **Email and its Setup** – Creating and managing an email account

Practical Activities:

- Performing online searches using search engines
 - Creating and using an email account
 - Exploring different types of internet connections
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Assessment & Certification

Evaluation Criteria:

- **Practical Assignments** – 50%
- **Written Tests** – 30%
- **Final Project & Presentation** – 20%