

**DIRECTORATE OF  
EMPLOYMENT & TRAINING  
GANDHINAGAR**

**SYLLABUS**

**NAME OF TRADE**

**STENOGRAPHY (ENGLISH)-CUM  
COMPUTER OPERATOR**

**(GCVT PATTERN)**

- 1 NAME OF TRADE** : **STENOGRAPHY (ENGLISH)-CUM  
COMPUTER OPERATOR**
- 2 DURATION** : 1 YEAR
- 3 MINIMUM EDUCATIONAL  
QUALIFICATION** : SSC Pass with English as one of the subjects  
10+2 pattern
- 4. Curriculam Areas** :
1. Theory
    - (a) Typewriting & Shorthand - 1 hr. per day
    - (b) Computer - 1 hr. per day
  2. Practical
    - (a) Shorthand - 2 hrs per day
    - (b) Typewriting - 1 hr. per day
    - (c) Computer - 2 hrs per day
- 42 hours per week.
- 5. Examination Scheme** :
- |   |             |
|---|-------------|
| Theory (Shorthand, Typewriting<br>Computer) | : 100 marks |
| Practical :                                 |             |
| Shorthand                                   | : 100 marks |
| Typewriting                                 | : 100 marks |
| Computer                                    | : 100 marks |
|   | : 300 marks |

**T RADE : STENOGRAPHY(ENGLISH)-CUM-COMPUTER  
OPERATOR**

**(A) SUB: SHORTHAND (PITMAN SHORTHAND NEW COURSE) :**

<b>WeekNo.</b>	<b>LessonNo.</b>	<b>Topics.</b>
01.	01	General Introduction, Importance of Shorthand and scope of employment opportunities, related subjects, emphasis on Phonetic system, tools required, sitting position, holding of pen and note-book and their quality, pre-requisites of shorthand writing. The First Six Consonants.
	02	Long vowel a
	03	Joining of consonants
	04	Short vowel e
02	05	Short forms for common words
	06	Phrasing
	07	Punctuation.
03	08	The Second Group of consonants
	09	Long vowel o and short vowel u
04	10	The Next Eight Consonants
05	11	First place Vowels
	12	Second Position
06	13	Third Place vowels
07	14	Two forms of 'R'
	15	'R' at the end of words
08	16	Use of upward/downward 'R' to avoid awkward joinings
	17	Diphthongs
	18	Joined Diphthongs.
09	19	Triphones
	20	Consonant 'H'
10	21	'S' Circle with curve strokes
	22	'S' Circle with straight strokes
	23	Use of 'S' Circle in phrases
11	24	'S' Circle between two straight strokes
	25	'Z' at the beginning of words
	26	'R' after curve strokes and circle
	27	Use of upward/downward 'L' after/before curve strokes attached with circle.
	28	'ST' Loop
12	29	'STR' Loop

	30	‘SES’ Circle
	31	‘SW’ Circle
	32	Vowel Indication
13	33	Use of Halving Principle in single syllable words
	34	Use of Halving Principle in more than one syllable words
14	35	Non-use of Halving Principle
15	36	Downward ‘L’
16	37	Abbreviated ‘W’
	38	Double consonants – PL series
17	39	Double consonants – PR series
	40	Use of Double consonants in the middle of words
18	41	Special use of double consonants
	42	Double consonants – curves
19	43	Additional forms
	44	Double consonants Shl & Shr
	45	NG-KR/NG-GR
	46	‘N’ Hook
	47	F/V Hook
20	48	Halving of finally hooked strokes
	49	Use of N, F/V hooks in the middle of words
	50	Use of circle after F/V hook at the end of words
	51	Use of circle after ‘N’ at the end of words
	52	Use of circle inside the ‘N’ hook at the end of full length curve strokes, Use of ‘S’ circle inside the ‘N’ hook at the end of half-length curve strokes
	53	Use of stroke ‘N’ at the end of full-length curve strokes
	54	Use of stroke ‘N’ & F/V at the end of words
21	55	Use of ‘SHUN’ hook with curve strokes
	56	Use of ‘SHUN’ hook with straight strokes
	57	Use of ‘SHUN’ hook with simple t,d & j.
22	58	S-shun
	59	Words ending in –uation & -uition
	60	Compound consonants
23	61	Wl & Whl
	62	Tick & Dot ‘H’
	63	Omission of Consonants
	64	Having
24	65	Final ‘It’ & ‘rt’
	66	Vowel between l-d & r-d
	67	Half-length t/d after t/d
	68	Doubling Principle – Curve strokes
	69	Doubling Principle – Straight Strokes
	70	Doubling for –ture
	71	Non-use of Doubling Principle in past tenses
	72	Doubling for –er

25	73	Prefixes
	74	Accom- or Accommo-
	75	Self- & Self-con-
	76	Suffixes & Word endings
	77	-ment
26	78	Diphones
	79	Diphones (special use)
	80	Medial 'W'
	81	Upward 'SH'
	82	Stroke 'R'
	83	Stroke 'S'
	84	Figures
	85	Compound words
	86	Intersections
27 to 51		Revision of Theory Speed Developing exercises from 700 Common words, magazines, etc.
52		FINAL TRADE TEST

**T RADE : STENOGRAPHY(ENGLISH)-CUM-COMPUTER OPERATOR**

**(B) SUBJECT : TYPEWRITING :**

<b>Week No.</b>	<b>Topics</b>
01	General Introduction, Importance of Typewriting and scope of job opportunities
02	Sitting Posture
03 & 04	Knowledge of essential parts of typewriter
05	Insertion and removal of paper, fixing margin stops
06	Standard typewriter
07	Manipulation of fingers on the Key-board
08	Returning the carriage, sequence of key stroking
09	Use of Space Bar
10	Touch typewriting, Rhythm in Typewriting
11	Manipulation of fingers on the top row and side keys
12	Shift key operation
13	Speed development, importance of accuracy over speed.
14 & 15	Care and Upkeep of the Typewriter
16 & 17	Typewriting accessories
18	Change of ribbon, ribbon economy
19	How to use carbon and erasing mistakes
20 & 21	Syllabification
22 & 23	Standard abbreviations
24 & 25	Spacing after punctuation signs
26	Paragraphing, subject heading
27	Calculation of speed
28	Types of mistakes penalized
29	Accuracy and speed development methods
30 & 31	Display of letters
32 & 33	Display of tabular statement
34 & 35	Manuscripts
36 & 37	Display of Advertisements
38 & 39	Display of Balance sheet
40 & 41	Stencil Cutting, Duplicating and removing mistakes on the stencil paper
42 to 51	Revision of theory, questions on theory & their answers, preparation of final Trade Test
52	FINAL TRADE TEST

**T RADE : STENOGRAPHY(ENGLISH)-CUM-COMPUTER  
OPERATOR**

**(C) SUBJECT : SYLLABUS FOR COMPUTER  
OPERATOR(ENGLISH)**

<b>Sr. No.</b>	<b>Name of Topics</b>
1	Computer Architecture and Fundamentals
2	Operating Systems & MS-DOS
3	MS Windows 2000 O.S.
4	Microsoft Office-2000
5	Microsoft Word-2000
6	Microsoft Excel-2000

## **Introduction to Computers**

- Computers in Our World
  - Introduction
  - Necessity is the Mother of Invention
  - Capabilities of a computer
  - Classification of Computer
  - Application of Computers
  - Generation of computers
  - Addition Reading
  - Brief History of Computers
  - Computers and Hardware
  - Computer System
  - Input/Output Devices
  - Central Processing Unit abbreviated(CPU)
  - Brief Introduction to Memory
  - In Computers Everything is Binary
  - Input Data : Sources & Concepts
  - Keyboard
  - Graphical Input Devices
  - Those using Special Sensitivity
  - Those which senses Magnetic Ink
  - Industrial Robots
  - Output Devices and storage devices
    - ◆ Why output is needed
    - ◆ Monitor
    - ◆ Printers
    - ◆ Impact
    - ◆ Non-impact Printers
    - ◆ Plotters
    - ◆ Storage Device
    - ◆ Primary Devices
    - ◆ Secondary Devices
    - ◆ Magnetic Disks
    - ◆ Those mounted in the computer
    - ◆ Those which can be removed and used on various machines
  - Computer Software & Data Communication
    - ◆ Computer Software
    - ◆ Application Software & System Software
    - ◆ Computer and Data Communication
    - ◆ Advantages of Data Communication
    - ◆ concept of network
    - ◆ Classification according to the area covered by network
  - Operating System
    - ◆ Introduction to Operating System
    - ◆ Booting Procedure
    - ◆ Types of Files
    - ◆ DOS PROMPT
    - ◆ Introduction to Dos Commands
- Understanding DOS-I
- ◆ Internal DOS Commands



- ◆ Wild Card Character in Dos
- ◆ Directory Related Commands
- ◆ File Related Commands
- Understanding DOS II
  - ◆ External DOS Commands AND Utilities
- Filters & Redirection
  - ◆ Redirection
  - ◆ Input Redirection of a command
  - ◆ Filter Commands
  - ◆ Connecting Pipe
  - ◆ Combining Redirection and Filters
- Batch files
  - ◆ Techniques of batch Files
  - ◆ Create your first batch file
  - ◆ Suppressing of On-screen display of commands
  - ◆ Decision making with Batch files

### **Operating System - MS DOS**

Importance of an Operating System  
 A Guarantee to an Instant Start on MS-DOS  
 Getting Started on DOS with Booting the System  
 MSDOS.SYS  
 Command COM  
 Telling DOS the Date and Time  
 Concepts Review  
 Getting and Interpreting a Directory  
 Making use of Pause Key to freeze scrolling  
 Getting a Printed Copy of a Directory  
 Using Wild Card Character  
 What is a Wild Card Character ?  
 Concepts Review  
 Making use of Hierarchical Directories  
 What are Hierarchical Directories ?  
 Hierarchical Directory System  
 Making use of MKDIR or MD command  
 Making use of CHDIR or CD command  
 Making use of the RMDIR or RD command  
 Concepts Review  
 Copying commands  
 Copy command  
 Copy Source file Destination file  
 Disk copy source Destination  
 Concepts Review  
 Displaying the file contents  
 Syntax  
 Type Filename  
 Print Filename(s)  
 DEL Filename(s)  
 Erase Filename(s)  
 Formatting Disks  
 FORMAT <DRIVE:>/<SWITCHES>  
 Renaming Files  
 Rename Original Filename New filename  
 Clearing the Screen  
 Displaying the Version Number

VER  
Find  
Sort Filename

## **INTRODUCTION TO WINDOWS 2000**

Introduction to Operating System  
What is an Operating system ?  
Why is it required ?  
What are the types of an Operating System ?  
What are the functions of an Operating System ?  
Terms often used for Windows 2000  
Introduction to Windows 2000  
Specialties of Windows 2000  
Terms often used in Windows 2000

### **TASKBAR - WHAT IS GOING ON ?**

What is the Taskbar ?  
What are its functions ?  
Launching of applications with help of Launching Pad  
Explanation of title bar and buttons  
Switching between applications  
Changing the size and position of the Taskbar  
Properties of the Taskbar

### **DESKTOP - HOW DO I LOOK ?**

Introduction to the Desktop  
Main Icons on the Desktop  
Properties of the Desktop

### **AN APPLETS TEMPORARILY KEEPS APPLICATIONS AWAY**

what does an Applet mean ?  
Different Applets under Windows 2000  
Clipboard Viewer  
Character Map  
Calculator  
Clock  
Games  
Media Player  
Paint  
Sound Recorder  
WordPad & Notepad

### **RECYCLE BIN - FLUSHING IS REQUIRED**

Introduction to Recycle Bin  
Working with Recycle Bin  
Properties of Recycle Bin

### **MY BRIEFCASE - TAKE ME HOME**

What is Briefcase in Windows 2000 ?  
Linking files from the main computer to the laptop  
Copying back the updated files

### **WINDOWS EXPLORER-NOTHING IS HIDDEN FROM ME**

Two modes in which Windows Explorer works  
My Computer  
Windows Explorer  
File Management Tools under Windows Explorer

## **NETWORK NEIGHBORHOOD-LOVE THY NEIGHBORS**

- Introduction
- Network Neighborhood in Open window
- Network Neighborhood in Explore window
- Sharing
- Sharing of files and folders
- Sharing of hard disk
- Sharing of Printers
- Connecting a device temporarily

## **CONTROL PANEL-MY TOOL KIT**

- Introduction to Control Panel
- Tools under Control Panel
- Accessibility Options
- Add new Hardware
- Add Remove Programs
- Date/Time
- Display
- Fonts
- Keyboard
- Mouse
- Multimedia
- 32bit ODIALOG BOXC
- Passwords
- Printers
- Regional Settings
- Sounds

## **SHORTCUTS-SHORT BUT STRONG CUTS**

- What are shortcuts ?
- Creating a shortcut on the Desktop
- Creating a shortcut in the Start menu
- Short-cut for Send To
- Properties of short-cut

## **IN-BOX LET'S TALK WITH THE WHOLE WORLD**

- At a glance :
  - Introduction to In Box
  - Sending & Receiving e-mail
  - Sending & Receiving Fax

## **MULTIMEDIA-SINGING ALL THE WAY**

- What is a multimedia ?
- Playing of a CD with CD Player
- Playing of a CD with Media Player
- Working with a Sound Recorder

## **INTRODUCTION TO MS OFFICE-2000**

- What is Windows
- What is suite of Software
- Selecting in Office Programs
- Using Tools and Menus
- Working in Documents
- Cutting, Copying, and pasting
- Saving a Document
- Getting Help

Advantages of Word Processing under Windows  
Various Word Processors available under Windows

### **Introduction to MS Word-2000**

- Opening a New Document
- Opening an Existing Document
- Recently opened files
- Opening from the Documents menu
- Exporting and Importing Files
- Setting Up Your Pages
- Choosing page Size and Orientation
- Changing page Size
- Changing Orientation
- Setting Margins
- Centering Page
- Controlling Page Breaks
- Typing in the Document
- Inserting Today's Date
- Moving Around in the Document
- Creating Sections
- Inserting a Section break
- Formatting a Section
- Viewing Sections
- Using Columns
- Numbering Pages
- On Your Own
- Saving a File
- Quitting Word

### **Formatting Text**

- Formatting Characters
- Choosing Fonts
- Enhancing Text Appearance
- Inserting Special Characters
- Changing Character Spacing
- Formatting Paragraphs
- Aligning Paragraphs
- Indenting Paragraph
- Setting Tabs
- Changing Line Spacing
- Adding Borders and Shading
- Creating a Bulleted List
- Creating a Numbered List
- On Your Own
- Selecting Styles
- Selecting Text
- Deleting Text
- Correcting Mistakes
- Using Undo
- Using Redo
- Using Auto Correct
- Moving Text
- Using Menu Commands to Move Text
- Using Drag-and-Drop Editing
- Copying text

- Checking Your Document
- Finding and Replacing Text
- Finding Text
- Replacing Text
- Checking Your Spelling
- Checking Your Grammar
- Looking Up Words in the Thesaurus
- Inserting a Picture from the Clip Art Gallery
- Inserting a Picture
- Adding a Border

### **Creating Headers and Footers**

- Adding Footnotes and Endnotes

### **Working with Tables and Graphics**

- Use a Wizard to help create and format a table.
- Enter and edit data in a table.
- Add borders and shading to a table.
- Convert a table to text.
- Add clip art to a document
- Using Wizard to Create and Format a Table
- Starting the Table Wizard
- Using Table Auto Format
- Entering Data into a Table
- Moving Around in the Table
- Entering Text
- Working with Columns and Rows
- Inserting and Selecting Columns and Rows
- Deleting Columns and Rows
- Inserting Columns and Rows
- Changing Cell Height
- Adding Borders and Shading
- Applying Shading
- Converting Text into a Table

### **Mail Merge**

- What is a Mail Merge ?
- Setting up the mail merge
- Creating a main document
- Building the data source
- Placing the merge fields

### **Templates, Wizards and Printing Techniques**

- Understanding Templates
- Using Templates
- Using Wizards

### **Printing Techniques**

#### **Viewing the Document before Printing**

- Viewing the Document before Printing
- Changing to Print Preview
- Using Print Preview
- Printing Your Document

## **MS EXCEL-2000**

### **INTRODUCTION TO EXCEL**

- Introduction to spreadsheets
- Introduction to excel
- File management in excel
- Create a new workbook

- Moving around in the worksheet
- Entering data
- Check spelling or automatically correct spelling errors
- Selecting cells
- Auto fill feature of excel
- Quick data entry
- Auto sum facility of excel
- Auto format in excel
- Quick movement

### **FORMATTING**

- Changing column width
- Modifying row height
- Changing font, size and style
- Changing alignment of text
- Wrapping of text
- Vertical alignment of cells
- Special formatting
- Conditional formatting

### **ADDING FORMULAE AND FUNCTIONS**

- About formulae
- Adding a formula in cell
- Copying of formula
- About functions
- Adding a function
- Copying of functions
- Discussion of some useful functions

### **LARGE DATABASES**

- Create list
- Editing records with data form
- Data validation
- Performing what if analysis
- Annotating worksheet
- Re-orienting worksheet
- Pivot tables
- Special facilities of wizard

### **ADDITIONAL FACILITIES TO FORMAT DATA**

- Inserting rows and columns
- Giving quarterly subtotals
- Hide and unhide
- Grouping and outline
- Sorting
- Filtering of data
- Adding subtotals

### **CHARTS AND MAPS**

- Chart
- Move, resize and delete the chart
- Change the chart type
- Add new data to a chart
- Updating chart items
- Formatting patterns, texture and colors of bars
- Creating a picture graph
- Background
- Trend lines in charts
- Maps
- Update the map

Format the map items

### **WORK WITH MULTIPLE WORKSHEETS**

Switching between worksheets

Move or copy data from one worksheet to another

Insert a new worksheet

Reference to cells of other worksheet

Giving workbook name in the address

Renaming a worksheet

Moving a worksheet

Copying the worksheet

Deleting a worksheet

### **PRINTING IN EXCEL**

Giving header and footer

Putting company name in the header

Giving the footer

Setting up the page

Insert a page break

Previewing the worksheet

Printing of the worksheet

### **IMPORTING AND EXPORTING OF DATA**

Introduction to import and export of data

Importing and exporting data between excel and other  
Office applications

View or save files from other programs as excel

Workbooks

Ways to retrieve data from an external database

Exchange data between excel and Microsoft access

**TRADE : STENO-CUM-COMPUTER OPERATOR**  
**(ENGLISH)**

**List of Machinery, Tools & Equipment and Furniture required per Unit (16 trainees)**

Sr. No.	Description	Qty. reqd
1.	2.	3.
1.	Typewriter (F'scap)	10 Nos.
2.	Black Board (ruled)	01 No.
3.	Stop Watch	01 No.
4.	Pencil sharpner (Desk type)	01 No.
5.	Tape Recorder	01 No.
6.	Tool kit for typewriter mechanic	01 set

**COMPUTER HARDWARE :**

7.	Computer (Min Celeron 766 MHz)	05 No.
8	Printer Dot Matrix 132 Col.	01 No.
9.	Diskettes 3 1/2"	40 Nos.

**COMPUTER SOFTWARE :**

Window-98, MS Office-2000



**FURNITURE :**

1.	Shorthand Tables	20 Nos.
2.	Shorthand chairs	20 Nos
3.	Class room note/display board	01 No.
4.	Tables (for instructor-one each for class room and Staff room)	02 Nos.
5.	Chairs (for instructor)	02 Nos.
6.	Steel Almirahs	03 Nos.
7.	Steel lockers (for trainees) with 8 to 10 cabins each	02 Nos.
8.	Typing tables (with right side drawers)	10 Nos.
9.	Typing chairs	10 Nos.
10.	Computer table with laminated top	08 Nos.
11.	Revolving chair without cushion armless, height adjustable	08 Nos.
12.	Printer table	02 Nos.