

**SYLLABUS
FOR THE TRADE OF
DATA ENTRY OPERATOR
Under CTS**

2002

Designed by

**Government of India
Ministry of Labour (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN – Block, Sector – V, Salt Lake,
Kolkata-700091.**

List of the Trade Committee members approved the syllabus for the trade of “Data Entry Operator” under CTS

1.	Shri R.N.Halder, Jt. Director	CSTARI, Kolkata	Chairman
2.	Shri R.N.Pramanik, Scientist	ERTL(East)	Member
3.	Shri K. Mani Principal	RVTI(W) Cal cutta-19	Member
4.	Shri Manash Deb,Chief Co-ordinator	The George Telegraph Trg. Institute	Member
5.	Shri T. Mukhopadhyay DDT	CSTARI.	Member
6.	Shri Sanjay Kant, DDT	CSTARI., Kolkata	Member
7.	Shri M.S. Ekambaram, ADT.	CSTARI	Member
8.	Shri V. Babu,ADT	CSTARI, Kolkata	Member
9.	Sk. Altaf Hossain, T.O.	ATI., Kolkata	Member
10.	Shri M.Gunasekharan, T.O.	CSTARI, Kolkata	Member
11.	G.Nandi, Jr. D'man	CSTARI, Kolkata	Member

DATA ENTRY OPERATOR Under Craftsmen Training Scheme

General Information

- | | | |
|------------------------|-----------|--|
| 1. Name of the course | : | Data Entry Operator |
| 2. N.C. O. Code No. | : | |
| 3. Duration | : | Six Months |
| 4. Entry Qualification | : | |
| | Essential | : (i) 10 th Class Passed
(ii) Typing speed of 30 w.p.m. in English |
| | Desirable | : Typing speed of 30 w.p.m. in Hindi/Any
Local Language |

Space Norms

- | | | |
|--------------------------|---|-----------------------|
| Unit Size | - | 20 Trainees per Unit |
| Space for Practical room | - | 3.5 sq. m per Trainee |
| Space for Class room | - | 1 Sq. m. per trainee |

Contents

1. Basic Training	-	1 Week
2. Computer Fundamentals	-	1 Week
3. Operating System (DOS)	-	1 Week
4. Operating System (Windows)	-	2 Weeks
5. MS Word	-	4 Weeks
6. MS Excel	-	3 Weeks
7. MS PowerPoint	-	1 Week
8. MS Access	-	2 Weeks
9. PageMaker	-	2 Weeks
10. Financial Accounting Software	-	2 Weeks
11. LAN	-	1 Week
12. Internet	-	2 Weeks
13. Local Language Software	-	2 Weeks
14. Data Entry Practice	-	1 Week
15. Revision & Test	-	1 Week

Syllabus for Data Entry Operator Under Craftsmen Training Scheme

Duration : Six months

Week No.	Practical	Theory
1	<p>Visit to different sections of the Institute. Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration</p>	<p>Familiarisation with institute. Accidents, safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical & logical concepts of data.</p>
2	<p>Visit to establishments with general purpose and special purpose computers. Visit to Computer centers installed with Mini and Micro computers. Familiarisation of Laptop Computers. Identification and using different input/output devices. Connecting and dismantling cords, cables and input/output devices. Identifying and handling of different types of Floppies and CDs. Understanding the keys and their functions in keyboard. Practicing mouse.</p>	<p>Basic definition of computer, features and applications, hardware, software, firmware and liveware. Representation of information inside a computer. Generation of Computers – classification of computers according to purpose(general and special purpose), according to working(analog, digital and hybrid), according to processing capability (Super, mainframe, mini, micro, laptop and palmtop) Block diagram of a Computer system – Standard and common input/output devices. Processing – CPU, ALU, CU Memory, unit and different types Bit, byte, kilobyte, megabyte and gigabyte Semiconductor memories such as ROM, RAM, PROM, EPROM, EEPROM.</p>
3	<p><u>Operating system</u> Working with MS DOS, Operating Hard disks and floppy disks. Demonstrating the partition of hard disk. Booting process. Booting computer in DOS and Windows environment Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.</p>	<p>Secondary storage devices – magnetic tapes, floppy disk, hard disk and CDs. Storage & retrieval of data – concepts of tracks, sectors, cylinders, boot record, disk partition and file allocation tables (FAT). Types of software – system software & application software, functions of operating system, interpreter, compiler and assembler. Operating system - familiarization with MS DOS, Windows and Unix. Booting the computer – booting, post, booting sequence, cold boot, warm boot, booting in DOS and Windows, booting</p>

		files and their functions. Concept of Lilo booting.
4	<p><u>MS Windows</u> Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time. Moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows starting an application and closing application. File management through Windows Explorer - select files and directories, copy, move, delete files/directories. Expand compressed directories and files. Open and manage multiple director windows. View and sort files. Creating and renaming files/directories. Disk operation using file manager.</p>	<p>MS Windows – different versions, advantages and applications of windows. Starting windows and their operations. File management through Windows explorer.</p>
5	<p>Using essential accessories – starting and using notepad, WordPad, editing formatting text, saving text and printing text in notepad/WordPad. Working with image, paintbrush. Using calculators, calendar and character map, system tools, entertainment. Using windows media player and sound. Using multimedia and accessibility. Setting, using control panel, setting of date, time and sound. Setting display properties – wallpaper, screen savers & font management. Setting sound cords and graphic adopter cords. Installing and removing programs from start and program menu. Setting hardware such as printers, scanners, modem and dial up network. Zipping and unzipping files in windows. Installing Cd Drive, driver software and other software through CD drives, working with CDs and copying data in CD writer. Registrating the software. Installing Antivirus software. Scanning and deleting virus.</p>	<p>Application s of essential accessories such as notepad, WordPad, paintbrush, images, calculator, calendar, media players and sounds. Multimedia. Setting, using and applications of control panel. Display properties, sound properties, different screen savers, and font management. Installation of programs. Setting hardware such as scanners printers modem and dialup network. Concepts of zipping and unzipping and applications. Using CD drives, different types and capacities of CDs Cd writer. Computer virus – their causes and remedial measures. Anti virus, virus scanning and deleting.</p>
6	<p><u>Word processing under MS Windows</u> MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents. Cursor control, moving around in document,</p>	<p>Data processing. Data processing in various software, their features, versions and advantages. Operation of MS WORD.</p>

	manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files.	
7	Table formation, Tabs, indents. Using interface(Menu tool bars, help). Finding and replacing text. Spell checking, creating bold, italic and underlines, aligning text, auto numbering/bullets, colouring text, changing fonts and their sizes, paragraph setting, changing cases, spacing between words, lines and paragraphs.	Application of MS Word
8	Documentation enhancement – adding borders and shading, headers and footers. Setting up multiple columns, sorting blocks, margins and hypernating documents Creating master documents, data sources, merging documents, using mail merge feature for labels and envelops Graphics and using templates and wizards Hyper linking, sending through internet	Document enhancement
9	Inserting drawings, auto shapes, text boxes, word art, pictures such as images and clip art, colouring, shading and 3D effects. Inserting graphs. Rotating text, pictures, text wrapping. Creating tables, editing text in tables, adding, deleting columns and rows. Macro functions Operating various types of printers – dot matrix, inkjet and laser printers. Operating scanner, scanning text, images and photographs with colour effects.	MS word advanced applications Printers, resolution, specifications different types and their applications. Scanners specification and applications.
10 to 12	<u>MS Excel</u> Worksheet basics Data entry in cells, entry of numbers, text and formulae Moving data in worksheet, moving around in a worksheet, selecting data ranges Using interface(Tool bars, Menus), editing basics, working with workbook Saving and quitting, cell referencing Formatting and calculations, using auto fill, working with formulae Efficient data display with data formatting Creating borders colouring text, bold, italic and underlining, aligning text, finding and replacing data Margin setting working with ranges, setting print area and printing	Spreadsheet packages, MS Excel Application and Excel commands. Advanced application of MS Excel

	<p><u>Advanced application of MS Excel</u> Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet Working with multiple sheets and files Working with graphs and charts Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts Functions of Excel Database management through Excel Finding records with data form, adding deleting records, Sorting & filtering records in a work sheet</p>	
13	<p><u>MS PowerPoint</u> Creating slides, designing slides, background, layout of slides Editing text, adding/deleting aligning, making bold, italic and underlining, colour text Changing background colours and designs Creating auto shapes, drawing clip art, word art, text boxes, images, shading and 3-d effects. Rotating text and pictures, text wrapping Saving, quitting and printing slides Inserting new slides, making animation effects Viewing the slides, slide transition, making sound effects Grouping and ungrouping the objects.</p>	MS PowerPoint working and applications.
14 & 15	<p><u>MS Access</u> Working with Access, files, records, creating files, records, creating table with different fields such as number, text, date/time etc. Entering data, modifying structure, modifying data in tables, forms, reports and queries. Hyperlinking with Excel and Word Practicing data entry in Access</p>	<p>Concept of Database/relational database management systems Records, fields, files, different types of fields Various types of database systems Introduction to various database languages such as dbase, FoxPro, Visual Basic, Oracle and SQL.</p>
16	<p><u>PageMaker</u> Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object Adjusting graphics or text objects, select multiple elements, selecting elements behind the others, mask and group, unmask and ungroup.</p>	PageMaker – introduction to various versions, concepts and applications

	<p>Constrain move vertically/horizontally</p> <p>Paste items, editing objects, rotating text box</p> <p>Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks</p>	
17	<p>Font style, size, case, subscript and superscript</p> <p>Special characters, bullets, page numbering</p> <p>Spacing of character, line, word and paragraph, breaking and non breaking</p> <p>Text editing – selecting word, paragraph and a range of text</p> <p>Indenting/Tabs</p> <p>Find and change dialogue box</p> <p>Text recomposition</p> <p>Compress paint, JPG and GIF files</p> <p>Pallet controls, colour pallets, styles pallet and master pages pallet</p> <p>Removing master page objects from pages, control pallets</p> <p>Making tables, editing data in tables.</p> <p>Filing, stroking, frames, arranging, text wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners</p>	Application of PageMaker
18 & 19	<p>Entering vouchers, creating ledgers, & maintaining cash books, bank books, preparation of trial balance & balance sheet and budget estimates</p> <p>Practicing any one of Financial Accounting Software such as Talley, Ace or Ex Engine</p> <p>Learning keyboard short cuts.</p>	<p>Introduction of Accounting, vouchers, ledger, bank books, cash books, trial balance and balance sheets, golden rules of accountancy.</p> <p>Introduction to Financial accounting Software such as Talley, Ace, Ex engine (Any one of these software)</p>
20	<p><u>Working with LAN</u></p> <p>Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking.</p>	Networking concepts, LAN, WAN, their applications.
21 & 22	<p><u>Internet</u></p> <p>Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments.</p>	Internet, intranet, ISDN, Broad brand concepts and applications.
23 & 24	<p>Introduction to local Language software such as Algal, I-leap, Chalontika, Leap-office (Any one of this software)</p> <p>Practicing of Data entry in Hindi or any other local languages software</p>	Local language software, concepts and applications.
25	Assignment Presentation	
26	<u>Revision & Test</u>	

LIST OF TOOL & EQUIPMENT FOR “DATA ENTRY OPERATOR”
(For a batch of 20 Trainees)

Sl. No.	Item Name, Description & Specification	Quantity
<u>HARDWARE</u>		
1	Pentium IV Processor with MMX, 2 GHz, 512 MB DDR RAM, 80 GB HDD, 3.5” FDD, 52 x CD Drive, 15” SVGA Colour Monitor with 32 MB Graphic Adopter, 3 button Mouse, 105 keys key board and built-in speakers and mic. Or higher versions.	1 No.
2	Pentium III Processor with MMX, 1.13 GHz, 512 MB SDRAM, 40 GB HDD, 52 x CD Drive, 15” SVGA Colour Monitor with 32 MB Graphics adopter, 3 button Mouse, 105 keys key board and built-in speakers and mic. Or higher versions.	11 Nos.
3	CD Writer	1 No.
4	Laser Printer Black	1 No.
5	Inkjet Printers (Colour & Black)	2 Nos.
6	Scanner	1 No.
7	10 port Hub	1 No.
8	Ethernet cords 10 x 100 mpb	10 Nos.
9	UPS 1 KVA	2 Nos.
10	Air Conditioner 1.5 tonne	2 Nos.
11	Modem	1 No.
12	Telephone line (For Internet)	1 No.
13	Room temperature thermometer	1 No.
14	Fire extinguisher	1 No.
<u>SOFTWARE</u>		
1	Network Software with 10 User license	1 No.
2	MS Office latest version	1 No.
3	Adobe PageMaker latest version	1 No.
4	Anti Virus Latest version	1 No.
5	Algol/Chalontika/I-Leap/Leap-Office (An one of these or any other multi lingual software latest version)	1 No.
6	Fact/Talley/Ace, Ex Engine (Any one of these or any other Financial Accounting Software latest version).	1 No.
7	Straight back revolving & adjustable chairs (Computer Chairs)	20 Nos.
<u>FURNITURE</u>		
1	Computer Tables	12 Nos.
2	Printer Tables	4 Nos.
3	Instructor Table	1 No.
4	Instructor’s Chair	1 No.
5	Steel cupboards drawer type	3 Nos.
6	Cabinet with drawer	2 Nos.
7	Students Lockers (steel) unit of 4 lockers	5 Nos.
8	Steel almirah big size	1 No.
9	Steel almirah small size	2 Nos.
10	Class room chairs with writing pad moulded type	20 Nos.

Note : 1. All Software should be Network Version
2. Some of Course Related CBTs can be purchased (Optional)