

Data Entry Operations (336)

Unit-wise syllabus and marks for the 2026-27 session.

UNITS	SESSION
10	2026-27

Exam pattern. Theory: 40 marks, 2 hours (Knowledge 20%, Understanding 60%, Application 20%; mix of MCQs, objective, very short, short and long answer questions). Practical: 60 marks. Public exam covers 60% of lessons; remaining lessons assessed through Tutor Marked Assignments (TMA, 40% weightage).

Practical. Practical examination of 60 marks (2 hours) covering Operating System (5 marks), Word Processing (20 marks), Spreadsheet (15 marks), Presentation (10 marks) and Viva-voce (10 marks), based on the official NIOS Practical Manual for subject code 336.

#	UNIT AND TOPICS	MARKS
1	Lesson 1: Basics of Computer Introduction to computers and their characteristics; Hardware, software and components; Input, output and storage devices; Memory and units of measurement; Generations and classification of computers	—
2	Lesson 2: Operating System Concept and functions of an operating system; Working with the desktop, icons and taskbar; File and folder management; Control Panel and system settings; Installing and managing software	—
3	Lesson 3: Basics of Word Processing Introduction to word processors; Creating, saving and opening documents; Editing text: cut, copy, paste, find and replace; Selecting and navigating text; Printing documents	—
4	Lesson 4: Formatting of Documents Text formatting: font, size, style and colour; Paragraph formatting and alignment; Page setup, margins and orientation; Headers, footers and page numbers; Bullets, numbering, tables and document organization	—
5	Lesson 5: Mail Merge Concept and uses of mail merge; Main document and data source; Creating mailing lists; Inserting merge fields; Merging and printing letters and labels	—

#	UNIT AND TOPICS	MARKS
6	Lesson 6: Basics of Spreadsheets Introduction to spreadsheets; Workbooks, worksheets, rows, columns and cells; Entering and editing data; Saving and opening workbooks; Navigating and selecting ranges	—
7	Lesson 7: Formatting of Spreadsheets Formatting cells, numbers and text; Borders, shading and cell styles; Row height and column width; Inserting and deleting rows and columns; Conditional formatting and sorting data	—
8	Lesson 8: Formulas, Functions and Charts Creating formulas and using operators; Relative and absolute cell references; Common functions (SUM, AVERAGE, MAX, MIN, COUNT, IF); Creating and editing charts; Interpreting and formatting charts	—
9	Lesson 9: Creating Presentation Introduction to presentation software; Creating and editing slides; Adding text, images and objects; Slide layouts, design and transitions; Running and printing a slide show	—
10	Lesson 10: Internet Basics of the internet and World Wide Web; Web browsers and search engines; Email: composing, sending and managing messages; Downloading and uploading files; Internet safety and etiquette	—

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