Jagat Guru Nanak Dev Punjab State Open University, Patiala

(Advt. 06/2021)

Syllabus for candidates regarding examination to be conducted for the recruitment of the post of Data Entry Operator

Objective Type Domain Knowledge and Skill based Test

Time Allowed: 30 Min   **Max Marks**: 30

Unit 1 – Office Management

Drafting of Official letters, Notices, Circulars, Noting, Agenda for meetings, Proceedings etc, Basics of computer's hardware and software, Short Cut Keys, Windows operating system, Basics of Internet etc.

Unit 2 – Microsoft Word

Creating, Saving, Opening, Importing, Exporting and Inserting document, Formatting pages, Alignment, Paragraphs and Sections. Indents and Outdents, creating lists and numberings Formatting Commands: Headings, Styles, Fonts and Size editing, Viewing Text, Finding and Replacing text, Headers and Footers, Inserting page breaks, Page numbers, Special Symbols and Dates Mail merge, Preview and Printings command

Unit 3- MS-Excel

Introduction, Components of Excel, Creating, Saving, Opening, Spreadsheet, Formatting numbers and Text, Graph and Chart Formatting Commands, Menu Bar, Toolbars, Protecting Cell Macro and Printing Operation, Spell Checking, Cell Editing, Use of Filters, Advance Sorting, Applying Formulas etc.