SYLLABUS FOR
DATA ENTRY OPERATOR TEST
AT DIRECTORATE OF IT&SS

1. Basics of Computer

Computer Organization; Input and Output Devices; System Software and Application Software; Computer Language; Compiler and Assembler

2. Basis of Windows Operating System

Elements of Windows XP; Desktop Elements; Locating Files and Folders; Changing System Setting; File Management in Windows; Installation of Software and Hardware

3. Basics of Word Processing

Starting Word Program; Word Screen Layout; Typing Screen Objects; Managing Documents; Protecting and Finding Documents; Printing Documents

4. Formatting Documents

Working with Text; Formatting Text; Formatting Paragraphs; Bulleted and Numbered Lists; Copying and Moving Text; Spelling and Grammar; Page Formatting; Creating Tables; Mail Merge

5. Introduction to Internet

Getting Connected to Internet; Types of Internet Connections; Internet Terminology; Understanding Internet Address; Web Browser and Internet Services

6. Formulas, Functions and Charts

Basics of Spreadsheet; Selecting, Adding and Renaming Worksheets; Modifying a Worksheet; Workbook Protection; Formulas and Functions; Copying a Formula; Types of Functions; Types of Charts; Auto Shapes and Smart Art

7. Online Applications

URL; Web Servers; Search Engines; Telnet, FTP; Email; Social Networks, Blogs; Video Conferencing; e-Commerce; m-Commerce; VOIP