Annual Plan for 10th Standard – NIOS Data Entry Operations (2016-17)

The Annual plan for this year will be dictated by the NIOS board schedule and requirements. Focus will largely be on practical use of the various Microsoft Office programs that form a part of this course. Hence the course will be more hands-on than theoretical.

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| Topic | Objectives | Month |
| Common Objectives | |  | | --- | | * Get comfortable working with the Windows OS and the various MS Office   Applications | | * Understand the basics of the underlying Windows OS and System software | | June - October |
| Exam Practice | The students will be given practice to hone their examination skills (Theory and Practicals) through the term, through tests and examinations, using previous NIOS papers as reference material | June - October |
| Tutor Marked Assignments (TMA) | * Briefly review the topics required to complete the TMA questions * Complete the TMA in time for the NIOS submission deadline | June |
| Chapter 4 – Formatting Documents | * Format text and paragraphs in MS Word * Create tables and numbered lists * Check grammar and spelling using appropriate tools * Format the page layout in MS Word | June |
| Chapter 6 – Basics of Spreadsheet | * Understand the scenarios where it is useful to capture information in an Excel document * Create and manage MS Excel documents * Enter and modify information in an Excel document * Print and protect workbooks and worksheets | July |
| Chapter 7 – Formatting Worksheets | * Use various formatting tools to format data within a worksheet * Understand various data formats and how to format them manually as well as using auto-format tools | July |
| Chapter 8 – Formulas, Functions and Charts | * Use formulae and functions to simplify calculations in an Excel document * Get familiar with common functions available in MS Excel * Create various types of charts using the Charting Tools available in Excel * Use various image and graphics tools available in Excel (Clip Art, Smart Art, etc.) | August |
| Chapter 5 – Mail Merge | * Understand the advantages of using the Mail Merge feature in MS Word * Use the Mail Merge feature to create letters, labels and envelopes | August |
| Chapter 9 – Creating Presentations | * Understand the scenarios where it is useful to capture and present information through a PowerPoint document * Create and manage MS PowerPoint presentations * Edit and modify slides and content within the slides of a PPT * Use various image and graphics tools available in PPT (Clip Art, Smart Art, Flowcharts, etc.) * Make a presentation using MS PowerPoint | September |
| Revision | * Attempt past NIOS question papers | September, October |