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	–

Need help covering this syllabus?

Live online classes with Kajal Mehta, teaching since 2004. Free demo first, no payment. WhatsApp +91 97255 25791 · kwickprep.com