

Syllabus fo Data Entry Operator (1100) - 2026-27

Employability Skills (Part A)

Unit 1: Communication Skills

Communication Process
Verbal Communication
Non-verbal Communication
Visual Communication
Writing Skills
Active Listening

Unit 2: Self-Management Skills

Self-awareness
Self-confidence
Positive Thinking
Stress Management
Personal Grooming
Time Management

Unit 3: ICT Skills

Introduction to ICT
Computer System
Operating System
Internet Services
Digital Devices
Safe Computing

Unit 4: Entrepreneurial Skills

Entrepreneurship
Characteristics of Entrepreneur
Types of Business
Entrepreneurial Opportunities

Unit 5: Green Skills

Environment
Sustainable Development
Green Economy
Conservation of Resources

Vocational Skills (Part B)

Unit 1: Introduction to IT-ITeS Industry

1. Introduction to Information Technology (IT)
2. Information Technology Enabled Services (ITes)
3. BPO Services
4. BPM Industry
5. Applications of IT
1. Advantages and Limitations of ICT
2. ICT Safety and Security Practices
3. Digital India and e-Governance Initiatives

Unit 2: Data Entry and Keyboarding Skills

A. Keyboarding Skills

1. Introduction to Keyboard
2. Touch Typing Method
3. Typing Speed and Accuracy
4. Rapid Typing Tutor

B. Types of Keys

1. Alphanumeric Keys
2. Punctuation Keys
3. Alt Key
4. Arrow Keys
5. Backspace Key
6. Caps Lock Key
7. Ctrl Key
8. Delete Key
9. Enter/Return Key
10. Esc Key
11. Function Keys

C. Numeric Keypad

1. Numeric Keypad Layout
2. Num Lock
3. Home Keys
4. Guide Keys

D. Basic Typing Operations

1. Typing Text
2. Deleting Text
3. Typing Numbers
4. Typing Capital Letters
5. Typing Symbols
6. Creating New Lines
7. Cursor Movement

E. Pointing Devices

1. Mouse
2. Mouse Pointer
3. Mouse Operations
 - Click
 - Double Click
 - Right Click
 - Drag and Drop
 - Scroll
 - Blocking Text

F. Typing Ergonomics

1. Sitting Posture
2. Position of Hands
3. Monitor Placement
4. Mouse and Keyboard Placement
5. Chair and Table Placement
6. Placement of Matter to be Typed

G. Positioning of Fingers on Keyboard

1. Home Row Approach
2. Home Row Keys
3. Upper Row Keys
4. Bottom Row Keys
5. Number Row Keys
6. Numeric Keypad Usage

H. Keyboarding Techniques

1. Successful Keyboarding Tips
2. Touch Typing Rules
3. Touch Typing Techniques
4. Typing Speed Measurement
5. Accuracy Measurement

Unit 3: Digital Documentation

1. Introduction to Word Processing
2. LibreOffice Writer Interface
3. Creating and Saving Documents
4. Editing Text
5. Formatting Text
6. Formatting Paragraphs
7. Page Formatting
8. Inserting Headers and Footers
9. Inserting Tables
10. Working with Images
11. Bullets and Numbering
12. Find and Replace
13. Spell Check
14. Templates
15. Mail Merge
16. Printing Documents

Unit 4: Electronic Spreadsheet

1. Introduction to Spreadsheet
2. LibreOffice Calc Interface
3. Workbook and Worksheet
4. Entering and Editing Data
5. Cell Referencing
6. Formatting Worksheets
7. Formulas
8. Functions
 - SUM
 - AVERAGE
 - MAX
 - MIN
 - COUNT
9. Sorting Data
10. Filtering Data
11. Creating Charts and Graphs
12. Printing Worksheets

Unit 5: Digital Presentation

1. Introduction to Presentation Software
2. LibreOffice Impress Interface
3. Creating Presentations
4. Working with Slides
5. Slide Layouts
6. Formatting Slides
7. Inserting Text and Images
8. Drawing Objects
9. Tables and Charts
10. Animations
11. Slide Transitions
12. Slide Show Settings
13. Presentation Protection

Class IX

Academic Year - 2025-26

Vocational Education

Domestic Data Entry Operator

Months	Weeks Alloted	Weeks	Topics	No of Periods Required	Total Hrs	Theory	Practicals
April	5 (5 X 5 = 25)		Introduction to Vocational Education & Assessment Pattern				
			Familiarise Ss with Part A, Part B, and To Share resources (Pdf's) with Ss,				
June	4 (4 X 5 = 20)	1	Part A: Unit 1: Communication Skills	15	10	2	3
		2				2	3
		3				2	3
		4	Part A: Unit 3: Basic ICT Skills	15	10	2	3
July	5 (5 X 5 = 25)	1	Part A: Unit 3: Basic ICT Skills			2	3
		2				2	3
		3	Part B: Unit 1:Introduction to IT-ITeS Industry	5	3	2	3
		4	Part B: Unit 2:Data Entry and Keyboarding Skills	15	10	2	3
		5				2	3
August	4 (4 X 5 = 20)	1	Part B: Unit 2:Data Entry and Keyboarding Skills			2	3
		2				2	3
		3	Part B: Unit 3: Digital Documentation (Elementary)	25	17	2	3
		4				2	3
September	4 (4 X 5 = 20)	1	Part B: Unit 3: Digital Documentation (Elementary)			2	3
		2				2	3
		3				2	3
		4				2	3
October	3 (3 X 5 = 15)	1	Revision (Reflection),	10	7		
		2	Practical Exams, Viva voce etc.				
		3	PartA: Unit 2: Self Management Skills	10	7		
November	1 (1 X 5 = 5)	1	PartA: Unit 2: Self Management Skills			2	3
						2	3
December	3 (3 X 5 = 15)	1	PartA: Unit 4: Entrepreneurial Skills	10	7	2	3
		2				2	3
		3	PartA: Unit 5: Green Skills	5	3	2	3
January	3 (3 X 5 = 15)	1	Part B" Unit 4: Electronic Spreadsheet (Elementary)	20	13	2	3
		2				2	3
		3				2	3
February	4 (4 X 5 = 20)	1	Part B: Unit 4: Electronic Spreadsheet (Elementary)			2	3
		2	Part B: Unit 5: Digital Presentation	20	13	2	3
		3				2	3
		4				2	3
March	2 (2 X 5 = 10)	1	Revision, Practical Exams, Viva Voce	10	7	2	3
		2				2	3
			Total	160	107	62	93
		Part C:	Practical Work				
			Practical Examination	6			
			Written Test	2			
			Viva Voce	3			
			Total	11			
		Part D	Project Work/Field Visit	18			
			Practical File/ Student Portfolio	10			
			Viva Voce	4			
			Total	32			
		Part E	Continuous and Comprehensive Evaluation (CCE)	5			
				48			

Vocational Education
Domestic Data Entry Operator
Academic Year : 2026-27

Theory Component	30
Practical Component	40
Portfolio	10
Project / Assignment	20

Marks Distribution out of 30 (Ist Term)

	Marks
Part A : Employability Skills	
Unit 1: Communication Skill	4
Unit 3: Basic ICT Skills	4
Part B: Vocational Skills	
Unit 1 : Introduction to IT-ITeS Industry	4
Unit 2 : Data Entry and Keyboarding Skills	8
Unit 3 : Digital Documentation (Elementary)	10
Total	30

Marks Distribution out of 30 (IInd Term)

	Marks
Part A : Employability Skills	
Unit 2: Self-management Skills	3
Unit 4: Entrepreneurial Skills	3
Unit 5: Green Skill	2
Part B: Vocational Skills	
Unit 4 : Electronic Spreadsheet (Elementary)	12
Unit 5 : Digital Presentation	10
Total	30