Program : **Diploma in Commercial Practice**	
Course Code : **5149**	Course Title: **Data Entry Operations II**
Semester : **5**	Credits: **1.5**
Course Category: **Program Core**	
Periods per week: **3 (L:0, T:0, P:3)**	Periods per semester: **45**

Course Objectives:

- To provide hands on experience in Data Entry Operations.
- To impart skills in various spreadsheet operation including the preparation of pay roll, mark list, create pivot table.
- To familiarize with the power point creation and presentation.

Course Prerequisites:

Topic	Course code	Course name	Semester
1. Typing speed using key board.		1. Word Processing	1
2. Mail merge		2. Word Processing	2
3. The basics of Word Processing		3. Data Entry Operations I	4
4. Type various documents		4. Typewriting English 45 WPM	4

Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Apply basics of Spreadsheet.Develop key depression speed @ 45 wpm.	7	Applying
CO2	Formatting Worksheets, Formulas, Functions.	13	Applying
CO3	Apply pivot table and charts.	8	Applying

CO4	Creating Presentation.Attain key depression speed @ 50 wpm.	15	Applying
	Series Test	2	

CO - PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1				3			
CO2				3			
CO3				3			
CO4				3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	**Apply basics of Spreadsheet. Develop key depression speed @ 45 wpm.**		
M1.01	Classify User interface of MS Excel, work sheet, Work book, rows, columns, and cell.	4	Understanding
M1.02	Utilize Work book and work sheet, fill series, protecting work sheet and work book.Develop key depression speed @ 40 - 45 wpm. (Use any Word Processing Software)	3	Applying
Contents: **Features of Spreadsheet –** Data entry in cells – Work sheet – Work book – Selecting data range – Using Tool bars and Menus –Fill series – Protecting work sheet and work book. Develop key depression speed @ 40 - 45wpm. (Use any Word Processing Software)			
CO2	**Formatting Worksheets, Formulas, Functions.**		
M2.01	Make use of Formatting Tool Bar, formatting cells, Resizing rows and columns.	3	Applying
M2.02	Apply Formula, Types of operators – Arithmetic, comparison, reference.	3	Applying
M2.03	Utilize Functions – Sum, Average, If, If Else, Date, Count, Min, Max, Concatenate, Upper, Lower, Today, Len, Now.	4	Applying

M2.04	Construct and type Statement, Business letter, G.O. from the given manuscript. Attain key depression speed @ 45 wpm i.e. 2250 key depression in 10 minutes. (Use any Word Processing Software)	3	Applying
	Series Test - I	1	

Contents:
Formatting Tool Bar - Cell formatting – Resize rows and columns – Cell referencing – Working with formula – Arithmetic –Comparison – Reference – Utilize functions – Sum – Average – If – If Else – Date – Count – Min – Max – Concatenate – Upper – Lower – Today – Len – Now – Margin Setting – Working with ranges – Setting Print area and Print – Type Statement - Business Letter - G.O.-Attain key depression speed @ 45 wpm i.e. 2250 key depression in 10 Minutes (Use any Word Processing Software).

CO3	**Apply Pivot table and charts.**		
M3.01	Construct a pivot table.	2	Applying
M3.02	Build charts - column chart, pie chart, line chart.	3	Applying
M3.03	Prepare proceedings, Official letters and D.O. and develop key depression speed @ 45 - 50 wpm. (Use any Word Processing Software)	3	Applying

Contents:
Construct Pivot Table – Chart – Column chart – Pie chart – Line chart and other charts – Prepare Proceedings – Official Letters – D.O. -Develop key depression speed @ 45 - 50 wpm. (Use any Word Processing Software)

CO4	**Creating Presentation. Attain key depression speed @ 50 wpm.**		
M4.01	Illustrate MS Power Point interface.	1	Understanding
M4.02	Constructing a power point presentation using both blank template and installed template.	3	Applying
M4.03	Apply Slide transition with effect and sound.	2	Applying
M4.04	Make use of Animation, custom animation and slide show.	2	Applying
M4.05	Demonstrate advertisement, Tender notice, Notice, Invoice and Attain key depression speed @ 50 wpmi.e. 2500 key depression in 10 Minutes. (Use any Word Processing Software)	4	Applying

M4.06	Open Ended Experiments.	3	Applying
	Series Test - II	1	

Contents:

MS Power Point – Features – Create Presentation using template – Creating slides – Designing slides – Layout of slides – Editing text – Text formatting – Change background color – Crete auto shapes – Insert images – Shading and 3D effects – Rotating text and Pictures – Text wrapping – Quitting and Printing slides – Animation effects – Viewing the slides – Slide Transition – Make Sound effects – Custom Animation – Slide Show –Type Advertisement – Tender Notice – Notice – Invoice - Attain key depression speed @ 50 wpm i.e. 2500 key depression in 10 Minutes. (Use any Word Processing Software)

Text / Reference:

T/R	Book Title/Author
T1	N Saravanan &D. Shanthi. *Computer Fundamentals with MS Office Applications*, SCITECH Publications.
R1	NavaneethMehra& Anupam Jain. *Exploring Computer Fundamentals MS office*.
R2	Gray B. Shelly & Misty E. Vermat. Discovering Computers and Microsoft Office Fundamental Combined Approach.
R3	Bittukumar. *Mastering MS Office*. V & S publishers.
T1	Anshul Verma and Onkar Nath Verma. Typewriter and computer typing tutor. Published by Upkar
T2	Typewriting Speed & Manuscript: Sanjay Publications

Online Resources:

Sl.No	Website Link
1	https://edu.gcfglobal.org/en/subjects/office/
2	https://www.homeandlearn.co.uk/
3	https://study.com/articles/List_of_Free_Online_Data_Entry_Courses_and_Lessons.html