

SECTOR - IT/ITeS
JOB ROLE: Domestic Data Entry Operator
QP CODE: SSC/Q2212
CLASS - IX

Total No of Topics - 123
Total No of Topics Deducted from four section - 11
% of (Total no of topics) = 9 % (Time period deducted from 90hours to 64hours)
9 % Reduction Of Sector as Follows - (Theory and Practicals need to drop out are highlighted in red color)

| Sl. No. | List Of Units | List of Practicals Aligned With Each Unit | Unit/Session to be reduced(Theory and Practical) | Remark(Reason for dropping or reduce) |
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| UNIT 1: | Word Processing (Elementary) | | | |
| SESSION 1 | Start the word processing application: <ul style="list-style-type: none"> ☑ Introduction to word processing. ☑ Word processing applications. ☑ Parts of the main window. ☑ Document views. ☑ Creating a new document. ☑ Opening an existing document. ☑ Saving a document. ☑ Closing a document. ☑ Navigator options. | <ul style="list-style-type: none"> ☑ List the available word processing applications. Introduce with the parts of the main window. ☑ Change document views. ☑ Start a new document. ☑ Open an existing document. ☑ Save a document. ☑ Close a document. ☑ Use the Navigator. | | No need to deduct because it's the fundamental topic. |
| SESSION 2 | Set up options in Writer: <ul style="list-style-type: none"> ☑ Various options for setting up the Writer. ☑ General, View, Formatting Aids, Grid options etc. | <ul style="list-style-type: none"> ☑ Change or set various options as per the requirement. | <p style="text-align: center; color: red;">Theory:</p> <ul style="list-style-type: none"> ☑ Various options for setting up the Writer. ☑ General, View, Formatting Aids, Grid options etc. <p style="text-align: center; color: red;">Practical:</p> <ul style="list-style-type: none"> ☑ Change or set various options as per the requirement. | This topic can be deducted for this pandemic situation. |
| SESSION 3 | Enter and edit the text: <ul style="list-style-type: none"> ☑ Text editing – cut, copy, paste, and move text. ☑ Find and replace option. ☑ Inserting special characters. | <ul style="list-style-type: none"> ☑ Type some text in the document and edit it. ☑ Use the keyboard and mouse options to select, cut, copy, paste, and move text. ☑ Search the word from the text and replace it with another word. ☑ Insert some special characters in the document using the appropriate option. | | This topic can be managed to complete within 4hours. |
| SESSION 4 | Format the paragraph and text <ul style="list-style-type: none"> ☑ Formatting characters. ☑ Formatting paragraphs. ☑ Numbered or bulleted lists. ☑ Spelling and grammar, thesaurus, hyphenation options. ☑ AutoCorrect, AutoText and word completion. | <ul style="list-style-type: none"> ☑ Apply various character formatting options for the text. ☑ Format paragraphs of the document. ☑ Assign number or bullets to the lists items. ☑ Check spelling and grammar and apply the changes to the document. ☑ Use the thesaurus, and choose hyphenation options. ☑ Use AutoCorrect, autotext, and word completion feature to the document for text automation. | | No reduction |

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| SESSION 5 | <p>Format pages</p> <ul style="list-style-type: none"> ☑ Inserting page break. ☑ Changing page margins. ☑ Page layout – columns and frames for page layout. ☑ Headers and footers. ☑ Page numbering in various formats. ☑ Borders and background. | <ul style="list-style-type: none"> ☑ Create a document and change the page margins as per requirement. ☑ Insert page break in the document. ☑ Define the page layout using columns and frames. ☑ Insert and format headers and footers. ☑ Insert and format page numbering. ☑ Assign borders and background to the page. | | No reduction |
| SESSION 6 | <p>Create and use table</p> <ul style="list-style-type: none"> ☑ Table menu options. ☑ Creating table in Writer. ☑ Inserting row and column in a table. ☑ Merging and splitting the rows and column. ☑ Changing the appearance of table using AutoFormat styles. ☑ Changing the properties of table. ☑ Formatting a table layout and table text. | <ul style="list-style-type: none"> ☑ Explore Table menu options. ☑ Create table. ☑ Insert row and column in a table. ☑ Merge and split the rows and column. ☑ Change the appearance of table using AutoFormat styles. ☑ Change the properties of table. ☑ Format a table layout and table text. | <p>Theory:</p> <ul style="list-style-type: none"> ☑ Changing the appearance of table using AutoFormat styles. ☑ Changing the properties of table. ☑ Formatting a table layout and table text. <p>Practical:</p> <ul style="list-style-type: none"> ☑ Change the appearance of table using AutoFormat styles. ☑ Change the properties of table. ☑ Format a table layout and table text. | All the deducted topics can be covered in Class - X and all retained topics can be covered in 2 hours. |
| SESSION 7 | <p>Print the document</p> <ul style="list-style-type: none"> ☑ Printing options in Writer. ☑ Previewing pages before printing. ☑ Printing brochure. ☑ Printing envelops and labels. ☑ Export the document to PDF. | <ul style="list-style-type: none"> ☑ Print the document. ☑ Print the document with various options. ☑ Preview pages before printing. ☑ Print Brochure. ☑ Print Envelops and Labels. ☑ Export the document to PDF. | | No reduction |
| UNIT 2: | Spreadsheet Applications (Elementary) | | | |
| SESSION 1 | <p>Create a Spreadsheet</p> <ul style="list-style-type: none"> ☑ Introduction to spreadsheet application. ☑ Creating, opening and saving spreadsheets. ☑ Spreadsheet navigation. ☑ Spreadsheet items. ☑ Columns and rows operation. ☑ Operations performed on sheet. ☑ Freezing, unfreezing rows and columns. ☑ Splitting the screen horizontally or vertically. ☑ Using navigator. ☑ Document properties | <ul style="list-style-type: none"> ☑ Introduce with spreadsheet application. ☑ Create, open and save spreadsheets. ☑ Navigate within spreadsheets. ☑ Select items in a spreadsheet. ☑ Insert, delete single and multiple rows or columns in a sheet. ☑ Insert, move, copy, delete and rename a sheet. ☑ Freez, unfreez rows and columns. ☑ Split the screen horizontally or vertically ☑ Use the navigator and document properties. | | All these fundamental topics can be managed to complete within 5 hours. |
| SESSION 2 | <p>Enter and edit the text in spreadsheet</p> <ul style="list-style-type: none"> ☑ Different ways to enter data in spreadsheet. ☑ AutoInput, Fill tool, and selection lists to speed up data entry. ☑ Merging and spiting cells. ☑ Editing data in cell – delete, replace, paste and insert. | <ul style="list-style-type: none"> ☑ Try different ways to enter data in spreadsheet and note the efficient way. ☑ Use AutoInput, the Fill tool, and selection lists to speed up data entry ☑ Merge and split cells. ☑ Edit data – delete, replace, paste and insert. | | All these topics can be managed to complete within 3 hours. |
| SESSION 3 | <p>Format data in the spreadsheet</p> <ul style="list-style-type: none"> ☑ Formatting data in the spreadsheet. ☑ Conditional formatting ☑ Hide and show data in the sheet. ☑ Sorting records. ☑ Using Find and replace option. | <ul style="list-style-type: none"> ☑ Format data in the spreadsheet. ☑ Use conditional formatting. ☑ Hide and show data in the sheet. ☑ Sort records. ☑ Use Find and replace. | | No reduction |

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| SESSION 4 | <p>Create charts and graphs</p> <ul style="list-style-type: none"> ☑ Creating charts and graphs using wizard. ☑ Editing charts and graphs. ☑ Formatting charts and graphs. ☑ Resizing and moving charts. ☑ Exporting charts. ☑ Different types of charts. | <ul style="list-style-type: none"> ☑ Create charts and graphs using wizard for sample data. ☑ Edit charts and graphs. ☑ Format charts and graphs. ☑ Resize and move charts. ☑ Export charts. <p>☑ Demonstrate different types of charts from sample data.</p> | | All these topics can be managed to complete within 3 hours. |
| SESSION 5 | <p>Add graphs</p> <ul style="list-style-type: none"> ☑ Different ways to add graphics in a spreadsheet. ☑ Options to modify, position, resize and arrange images | <ul style="list-style-type: none"> ☑ Insert graphics image in a spreadsheet by various ways. ☑ Practice to modify, position, resize and arrange image in the spreadsheet. | | All these topics can be managed to complete within 2 hours. |
| SESSION 6 | <p>Use formulas and functions</p> <ul style="list-style-type: none"> ☑ Formulas and functions in spreadsheet. ☑ Formula bar. ☑ Entering formula. ☑ Using functions. ☑ Using operators in functions. ☑ Concept of absolute and relative reference. ☑ Order of calculations ☑ Regular expression in functions. | <ul style="list-style-type: none"> ☑ Identify formula bar. ☑ Enter formula to get the sum of values across row and column. ☑ Use basic functions on sample data. ☑ Use the operators in functions. ☑ Demonstrate the absolute and relative reference. ☑ Demonstrate the order of calculations. ☑ Use regular expression in functions. | <p style="text-align: center;">Theory:</p> <ul style="list-style-type: none"> ☑ Concept of absolute and relative reference. ☑ Order of calculations ☑ Regular expression in functions. <p style="text-align: center;">Practical:</p> <ul style="list-style-type: none"> ☑ Demonstrate the absolute and relative reference. ☑ Demonstrate the order of calculations. ☑ Use regular expression in functions. | <p>Deductade topics are time consuming so can be deducted in this pandemic situation.</p> <p>All the retained topics can be covered in 4 hours.</p> |
| SESSION 7 | <p>Print the spreadsheet</p> <ul style="list-style-type: none"> ☑ Printing the entire spreadsheet. ☑ Print options for selected pages, ranges of spreadsheet. | <ul style="list-style-type: none"> ☑ Print the entire spreadsheet. ☑ Use the options to print the selected pages, ranges of spreadsheet. | | All these topics can be managed to complete within 1 hours. |
| UNIT 3 | Presentation | | | |
| SESSION 1 | <p>Create a presentation</p> <ul style="list-style-type: none"> ☑ Introduction to presentation software. ☑ Starting Impress. ☑ Components of main Impress window. ☑ Different workspace views. ☑ Creating a new presentation using wizard. ☑ Formatting the presentation. ☑ Running the presentation. | <ul style="list-style-type: none"> ☑ Start Impress ☑ Identify and name the various components of main Impress window ☑ Observe the different workspace views. ☑ Create a new presentation using wizard. ☑ Format the presentation ☑ Run the presentation. | | No deduction |
| SESSION 2 | <p>Slide Master</p> <ul style="list-style-type: none"> ☑ Slide masters. ☑ Creating the slide masters. ☑ Applying the slide masters to all slide. ☑ Modifying the slide masters. ☑ Creating own templates. ☑ Default template. ☑ Editing and organizing templates. | <ul style="list-style-type: none"> ☑ Create the slide masters. ☑ Apply the slide masters to the presentation. ☑ Modify the slide masters ☑ Create your own templates. ☑ Set default template ☑ Edit and organize templates. | | These topics can be managed to complete within 3 hours. |

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| SESSION 3 | <p>Add and Format Text</p> <ul style="list-style-type: none"> ☑ Text boxes. ☑ Entering text into text boxes. ☑ Moving and resizing the text boxes. ☑ Formatting the text in text boxes. ☑ Bulleted and numbered lists in presentation. ☑ Creating and using tables in presentation. | <ul style="list-style-type: none"> ☑ Identify the text boxes. ☑ Enter text into text boxes. ☑ Move and resize the text boxes. ☑ Format the text in text boxes. ☑ Create and use bulleted and numbered lists in presentation. ☑ Create and use tables in presentation. | | These topics covered in Word Processing, so can be managed to complete in 2 hours. |
| SESSION 4 | <p>Add and Format Images</p> <ul style="list-style-type: none"> ☑ Inserting images into presentation from various sources ☑ Options to move, resize and rotate the image. <ul style="list-style-type: none"> ☑ Image toolbar. ☑ Formatting image. ☑ Deleting an image | <ul style="list-style-type: none"> ☑ Insert images into presentation from various sources ☑ Move, Resize and Rotate the image ☑ Format the image using Image toolbar ☑ Delete an image | | These topics covered in Word Processing, so can be managed to complete in 2 hours. |
| SESSION 5 | <p>Manage Graphics Objects</p> <ul style="list-style-type: none"> ☑ Tools on the Drawing tool bar. ☑ Creating lines and basic shapes using tool. ☑ Grouping and ungrouping the graphics objects. <ul style="list-style-type: none"> ☑ Editing and formatting the groups. ☑ Positioning and resizing the graphics objects. <ul style="list-style-type: none"> ☑ Special effects to graphics objects. | <ul style="list-style-type: none"> ☑ Identify and use the various tools on the Drawing tool bar ☑ Create lines and various shapes using the appropriate tool on the Drawing tool bar ☑ Group and ungroup the graphics objects <ul style="list-style-type: none"> ☑ Edit and format the groups ☑ Position and resize the graphics objects ☑ Apply special effects to graphics objects | <p style="text-align: center;">Theory:</p> <ul style="list-style-type: none"> ☑ Special effects to graphics objects. <p style="text-align: center;">Practical:</p> <ul style="list-style-type: none"> ☑ Apply special effects to graphics objects | The deducted topic is not so much necessary. All the retained topics can be covered in 3 hours. |
| SESSION 6 | <p>Format Graphics Object</p> <ul style="list-style-type: none"> ☑ Graphics objects. ☑ Formatting lines. ☑ Formatting area fills. ☑ Creating new area fills. ☑ Formatting text in objects. ☑ Formatting connectors. ☑ Image styles. | <ul style="list-style-type: none"> ☑ List graphics objects. ☑ Format lines. ☑ Format area fills. ☑ Create new area fills. ☑ Format text in objects. ☑ Format connectors. ☑ Work with image styles. | | These topics can be managed to complete within 3 hours. |
| SESSION 7 | <p>Create Slide Shows Transitions, and animations</p> <ul style="list-style-type: none"> ☑ Creating a slide show using basic settings. <ul style="list-style-type: none"> ☑ Creating a customized slides show. ☑ Editing, deleting, or copying a custom slide show. <ul style="list-style-type: none"> ☑ Adding, removing transitions. ☑ Setting timing to change slide automatic. ☑ Applying, changing and removing animation effects. <ul style="list-style-type: none"> ☑ Running slide show. | <ul style="list-style-type: none"> ☑ Create a slide show using basic settings ☑ Create a customized slides show ☑ Edit, delete, or copy a custom slide show <ul style="list-style-type: none"> ☑ Add, remove transitions ☑ Set timing to change slide automatic ☑ Apply, change and remove animation effects. ☑ Run a slide show using keyboard and mouse. | | These topics can be managed to complete within 3 hours. |

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| <p>SESSION 8</p> | <p>Print, Export and Save the presentation</p> <ul style="list-style-type: none"> ☒ Printing the presentation using various options. ☒ Creating PDF of presentation. ☒ Creating web page and flash file of presentation. ☒ Saving the presentation into Microsoft Power Point. | <ul style="list-style-type: none"> ☒ Print the presentation using various options. ☒ Export the presentation to PDF. ☒ Export the presentation to web page and flash file. ☒ Save the presentation into Microsoft Power Point. | <p style="text-align: center;">Theory:</p> <ul style="list-style-type: none"> ☒ Creating web page and flash file of presentation. ☒ Saving the presentation into Microsoft Power Point. <p style="text-align: center;">Practical:</p> <ul style="list-style-type: none"> ☒ Export the presentation to web page and flash file. ☒ Save the presentation into Microsoft Power Point. | <p>The deducted topic is ot so much necessary. All the retained topics can be covered in 1 hours.</p> |
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