# Training Schedule

## Data Entry Operations (632)

### (Theory 40 hrs, Practical- 80 hrs)

| S.No | Schedule | Topic Name | Instructions to the trainer (Theory) | Instructions to the trainer (Practical) | Learning Outcomes |
|---|---|---|---|---|---|
| 1 | Day 1 | Introduction to Data entry (5 hours (Th) +0 Practical ) | ● Identify and explain data around us such as video, audio, images<br>● Highlight the importance of data and data entry operator.<br>● List the business domain that needs data entry operation. | | ● Identify the skill required for data entry operator |
| 2 | Day 2 | Introduction to Data processing (4 hrs (Th) + 1 hr Practical) | ● Through example such as railway ticket, identify entity and value.<br>● Using the above example of a Railway Reservation System identify, input, process, output.<br>● Explain the importance of report generation.<br>● Introduce various softwares to enter data. | ● Perform an activity to differentiate between data and information | ● Identify the software for entering data. |
| 3 | Day 1 | Basics of Computer (1 hr (Th) + 4 hrs (Pr)) | ● Demonstrate the parts of a computer<br>● Categorize the hardware as I/O processing and storage<br>● Differentiate between primary and secondary memory | ● Demonstrate storage of files on various devices such as pen drive, CD/DVD, cloud (you can use Google drive).<br>● Show various wire connections and explain troubleshooting in case of a loose or unplugged wire of a device. | ● Store files on various devices |
| 4 | Day 2 | Basics of | ● Highlight the importance of | ● Demonstrate | ● Install any |

| | | | | | |
|---|---|---|---|---|---|
| | | Computer (1 hr (Th) + 4 hrs (Pr)) | safeguarding the computer from virus attack. | installation of any software.<br>● Demonstrate preventive measure to protect system from virus and unknown access. | software<br>● Protect system from unauthorised access |
| 5 | Day 1 | Operating System (1 hr (th) + 4 hrs (Pr)) | ● Switch on the computer system and help learners to differentiate between system software and application software. | ● Show various system icons on the desktop.<br>● Demonstrate creation of folders files.<br>● Demonstrate moving / copying files and folders to another location.<br>● Demonstrate rename, delete and restore a file from the recycle bin. | ● Work on operating system |
| 6 | Day 2 | Data capturing technologies (1 hr (Th) + 4 hrs (pr) | ● Highlight the importance of data capturing and various tools that are used to capture data. | ● Demonstrate the use of mobile as a capturing device. | ● Capture data using devices |
| 7 | Day 1 | Basics of Word processing (1 hr (Th) + 4 hrs (Pr)) | ● Highlight the situations where document needs to be created using a word processor.<br>● Explain various features of word processor. | ● Demonstrate creating, saving opening and printing a document. | ● Create documents |
| 8 | Day 2 | Basics of Word processing (1 hr (Th) + 4 hrs (Pr)) | ● Explain the use of cloud services (Google docs, forms) | ● Create Google docs and forms. | ● Work on Google docs |
| 9 | Day 1 | Formatting documents (1 hr (Th) + 4 hrs (Pr)) | ● With the help of a magazine explain the various formatting options.<br>● Highlight the importance of correctness of a document | ● Locate figures and tables and explain their placements and formatting | ● Format a document |

| | | | | | |
|---|---|---|---|---|---|
| | | | with respect to Spelling and Grammar feature. | options. | |
| 10 | Day 2 | Formatting documents (1 hr (Th) + 4 hrs (Pr)) | ● Explain the importance of reviewing a document and then track changes.<br>● Demonstrate how to accept and reject the changes in the reviewed document. | ● Demonstrate how to Insert table and pictures in a document<br>● Insert comments. | ● Review the document and add comments in it. |
| 11 | Day 1 | Mail merge (1 hr (Th) + 4 hrs (Pr)) | ● Using an example of a promotion letter to be sent to many recipients, explain the mail merge feature.<br>● With the help of example of an event like wedding card, event invitations explain mailing labels and envelops. | ● Identify data source, main text document and merged document. | ● Merge main document with data source |
| 12 | Day 2 | Basic of spreadsheet (1 hr (Th) + 4 hrs (Pr)) | ● Using the example of calculating expense to conduct a workshop<br>○ State the advantages and explain the usage of spreadsheet | ● Demonstrate the insertion of cell, row and column in a worksheet. | ● Work on spreadsheet |
| 13 | Day 1 | Formatting worksheet (1 hr (Th) + 4 hrs (Pr)) | ● Using the example of a desk calendar explain the various formatting options in a spreadsheet. | ● Using format painter, copy the style and apply it to other cells.<br>● Demonstrate grouping cells and applying filter to the data | ● Format spreadsheet |
| 14 | Day 2 | Formatting worksheet (1 hr (Th) + 4 hrs (Pr)) | ● Highlight the importance of pivot table and demonstrate the creation of a pivot table | ● Demonstrate the use of filter data in a sample table in the spreadsheet. | ● Filter the data according to the criteria. |
| 15 | Day 1 | Formulas, functions and charts (1 hr (Th) + 4 hrs (Pr)) | ● Distinguish between presentation of data in a tabular form and using charts. | ● Demonstrate the use of functions and formulas to | ● Insert functions, formulas and charts in spreadsheet. |

| | | | | | |
|---|---|---|---|---|---|
| | | | | perform quick calculation.<br>● Demonstrate creation of charts. | |
| 16 | Day 2 | Presentation (1 hr (Th) + 4 hrs (Pr)) | ● Discuss the use of presentation software.<br>● Explain the GUI of the presentation software. | ● Using an example demonstrate the following<br>- Insert a new slide<br>- Apply design<br>- Use animation<br>- Slide transition | ● Create presentation and apply animation |
| 17 | Day 1 | Presentation (1 hr (Th) + 4 hrs (Pr)) | ● Use different views and find the difference among the views. | ● Create presentation on any topic.<br>● Reorder the slide and see the difference.<br>● Hide / unhide slides | ● Create presentation and use different views for changing the order of the slides / presenting to the audience. |
| 18 | Day 2 | Introduction to Database (1 hr (Th) + 4 hrs (Pr)) | ● Discuss role of databases using the example of a bank.<br>● Explain how an ER diagram is created and mapped into table in a DBMS. | ● Demonstrate the DBMS components.<br>● Demonstrate SQL queries to retrieve records. | ● Write queries to retrieve records |
| 19 | Day 1 | Introduction to Database (2 hr (Th) + 3 hrs (Pr)) | ● Explain the purpose of queries and write simple queries | ● Using SQL queries ask learners to store and retrieve records.<br>● Create reports using data. | ● Create reports |
| 20 | Day 2 | Internet & Email (1 hr (Th) + 4 hrs (Pr)) | ● Discuss the application of internet.<br>● Using search engine, explain how to search information | ● Show video to explain internet and its basics.<br>● Demonstrate | ● Connect to Internet |

| | | | | | |
|---|---|---|---|---|---|
| | | | | the process of connecting to the internet. | |
| 21 | Day 1 | Internet & E-mail<br>(1 hr (Th) + 4 hrs (Pr)) | ● Explain cyber ethics.<br>● Discuss the use of social media in business.<br>● Explain digital footprints. | ● Demonstrate creation of e-mail id.<br>● Send / receive an e-mail | ● Create an e-mail account |
| 22 | Day 2 | Online platform<br>(4 hour (th) + 1 hr (Pr)) | ● Explain the importance of lifelong learning.<br>● Highlight the advantage of e-learning.<br>● Explain e-commerce.<br>● Discuss the various methods of online banking payment methods that students are aware of<br>● Explain the e-banking methods. | ● Demonstrate the process of assessing secured website to ensure secure information. | ● Identify the secured website |
| 23 | Day 1 | Workplace practices<br>(2 hr (Th) + 3 hrs (Pr)) | ● Highlight how an efficient employee can contribute to the organization and enjoy his / her workplace.<br>● Explain work ethics and good workplace practices by using brainstorming methodology. | ● Conduct a role play to demonstrate communication skills.<br>● Use case studies to explain how to plan and use available resources.<br>● Create groups and have a group discussion on causes of stress and managing stress. | ● Follow work ethics<br>● Manages work place stress effectively |
| 24 | Day 1 | Project<br>(5 hours (Pr)) | | ● Give some data in spreadsheet, add ask learners to add relevant charts, create presentation according to the data given, | ● Work on word processing software, spreadsheet software, presentation software and send the work |

| | | | | | |
|---|---|---|---|---|---|
| | | | | and also ask them create a document about that with proper formatting. The document and the presentation should be sent by e-mail to the centre. | by e-mail. |