Bifurcation of Syllabus

Data Entry Operations (229)

Total no. of Lessons= 9		
Lesson **(No. & name)**	**TMA (40%)** **(No. of lessons 3)**	**Public Examination (60%)** **(No. of lessons 6)**
1. Basics of Computer		**Public Examination**
2. Operating System	**TMA**	
3. Basics of Word Processing	**TMA**	
4. Formatting of Documents		**Public Examination**
5. Mail Merge		**Public Examination**
6. Basics of Spreadsheets	**TMA**	
7. Formatting of Spreadsheets		**Public Examination**
8. Formulas, Functions and Chart		**Public Examination**
9. Creating Presentation		**Public Examination**