Semester-II-Extra CreditCourse II(SEC-I)	DTP & DATA ENTRY OPERATOR	Course Code: ECSX
Instruction Hours:	Credits: 2	Exam Hours:
Theory : 40	Practical : 60	Total Marks: 100

Course Objectives:

☐ To understand the basics of computers.
☐ To develop skills in computer software.
☐ To gain knowledge of Microsoft Office tools such as Word, Excel, and PowerPoint.
☐ To develop skills in typing and data entry.
☐ To learn to use file management software for data organization.

UNIT I: **Marks:40**

- **Basics of Computer**
- Introduction to Computer
  Input Devices

  ➢ Keyboard
  ➢ Mouse
  ➢ Trackball
  ➢ Scanner
  ➢ Barcode reader
  ➢ Digitizer
  ➢ OCR,MICR

  Output Devices

  ➢ Monitor
  ➢ Printers
  ➢ Plotters
  ➢ Soundcard and speakers

UNIT II:

  Formatting Documents
  ➢ Working with text
  ➢ Formatting Paragraphs
  ➢ Creating Bulleted and Numbered Lists
  ➢ Spelling and Grammar

UNIT III:

Formatting Worksheets
- Formatting Toolbar
- Formatting Cells
- Formatting Columns and Rows
- Protect and Unprotect Worksheets

DESKTOP PUBLISHING LAB   Marks:60

MS-Windows

- Text Manipulations

- Usage of Numbering, Bullets,

- Headers and Footers

- Picture Insertion and Alignment

- Creation of Tables, Formatting Tables

PageMaker
- Page Layout, Word Wrapping
- Grouping
- Creating columns, Tab settings
- Paragraph settings, Fonts, Mixing Text & Graphics

CorelDraw
- Logo Designing
- Graphical Tools, Shadow Effects
- Text Settings into objects
- Alignment Setting
- Contour Tool
- Blend Tool

Photoshop
- Marquee Tool
- Magnetic Tool
- CloneStamp Tool
- Gradient Tool
- Smudge Tool
- Blur Tool
- Text Tool
- Fill, Stroke Option
- Group, Ungroup

Course Outcome:

- Identify different computer components, install and setup operating system and relatedsoftware in a computer following safety precautions.
- Create, format and edit document using Word processing application software.
- Create, format, edit and develop a workbook by using Excel.
- Edit images/photos by using Paint and Office Picture Manager Application software.
- Create and customize slides for presentation by using Power Point.