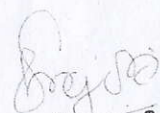


അനുബന്ധം II

CO-OPERATIVE SERVICE EXAMINATION BOARD

Recruitment to the post of Data Entry Operator
Syllabus

Subjects		Total Marks : 80
1	<u>General Knowledge</u> World History, Indian History, Geography, Indian Constitution, Economy, Agriculture Industry, Science, Co-operation, countries, Capital, Currency Inventions, Discoveries, Arts, Entertainments, Religion, Mythology abbreviations, Games & Sports, Contemporary Issues	(30)
2	<u>History & Evolution of Computers</u> Computer types, History of Computers, first Generation Computers, Second Generation Computers, Third Generation Computers, Fourth Generation Computers, computers in India.	(10)
3	<u>Fundamentals of Computers</u> Structure of a Computer, Hardware Components, Software Components, E-mail, Networking, Internet.	(10)
4	<u>Microsoft Office Word</u> Creating and editing a document, Revising and refining a Document, Creating reports and tables	(10)
5	<u>Microsoft Office Excel</u> Creating and editing a worksheet, Charting work sheet, data, Managing and editing a work book.	(10)
6	<u>Power Point</u> Presentation Development, Presentation Styles, Slides, Animations, Design, Graphics	(10)


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