CO-OPERATIVE SERVICE EXAMINATION BOARD

9th Floor – Jawahar Sahakarana Bhawan, DPI Jun, Thycaud P. O, TVM-695014

EXAMINATION TO THE POST OF

DATA ENTRY OPERATOR

(DETAILED SYLLABUS)

	SUBJECT	MARKS	DETAILED SYLLABUS	
I.	**GENERAL KNOWLEDGE**	**40**	**(i)**	World History
			(ii)	Indian History
			(iii)	Geography
			(iv)	Indian Constitution
			(v)	Economy
			(vi)	Agriculture Industry
			(vii)	Science
			(viii)	Co-operation
			(ix)	Countries
			(x)	Capital
			(xi)	Currency
			(xii)	Inventions
			(xiii)	Discoveries
			(xiv)	Arts
			(xv)	Entertainments
			(xvi)	Religion
			(xvii)	Mythology
			(xviii)	Abbreviations
			(xix)	Games & Sports
			(xx)	Contemporary Issues
II.	**HISTORY & EVOLUTION of COMPUTERS**	**12**	**(i)**	Computer types
			(ii)	History of Computers
			(iii)	First Generation Computers
			(iv)	Second Generation Computers
			(v)	Third Generation Computers
			(vi)	Fourth Generation Computers
			(vii)	Computers in India

III.	**FUNDAMENTALS of COMPUTERS**	**12**	**(i)**	Structure of a Computer
			(ii)	Hardware Components
			(iii)	Software Components
			(iv)	E-mails
			(v)	Networking
			(vi)	Internet
IV.	**MICROSOFT OFFICE WORD**	**12**	**(i)**	Creating and editing a document
			(ii)	Revising and refining a document
			(iii)	Creating reports and tables
V.	**MICROSOFT OFFICE EXCEL**	**12**	**(i)**	Creating and editing a worksheet
			(ii)	Charting worksheet
			(iii)	Data
			(iv)	Managing and editing a workbook
VI.	**POWER POINT**	**12**	**(i)**	Presentation Development
			(ii)	Presentation Styles
			(iii)	Slides
			(iv)	Animations
			(v)	Design
			(vi)	Graphics
	TOTAL	**100 MARKS**		

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