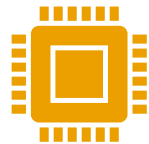

Data Entry Operator

Course Duration: 4-5 Month

Data Entry Operator

I. Computer Fundamentals



Basics of a Computer: Input/output devices, system vs. application software.



Operating Systems: File management, desktop elements, software installation.



Computer Safety & Security: Virus scanning and deletion, anti-virus software knowledge.

Data Entry Operator

II. MS Office (MS-Office 365 Latest Version)



MS WORD: DOCUMENT CREATION, FORMATTING, WORKING WITH TEXT, CREATING LISTS, USING SPELL CHECK AND GRAMMAR TOOLS, MAIL MERGE FOR MASS MAILINGS.



MS EXCEL: SPREADSHEET BASICS, CELL AND WORKSHEET FORMATTING, USING FORMULAS AND FUNCTIONS, CREATING CHARTS.



MS POWERPOINT: CREATING PRESENTATIONS.

Data Entry Operator

III. Typing and Data Entry Skills



Typing: Advanced typing and data entry, speed and accuracy tests.



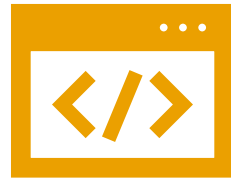
Data Management: Techniques for organizing and validating data.



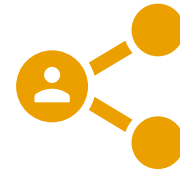
Database Management: Introduction to databases, working with tables, and relationships (in Microsoft Access).

Data Entry Operator

IV. Internet and Communication



Internet Basics: Web browsers, search engines, popular web applications.



Email: Composing, sending, and managing emails.

Data Entry Operator

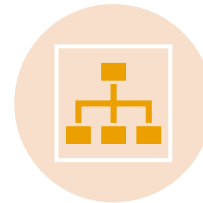
V. Soft Skills and Practical Application



COMMUNICATION SKILLS: CRUCIAL FOR INTERACTING WITH COLLEAGUES AND CLIENTS.



ATTENTION TO DETAIL & ACCURACY: ESSENTIAL FOR ENSURING DATA INTEGRITY.



ORGANIZATIONAL SKILLS & TIME MANAGEMENT: MANAGING TASKS AND FILES EFFECTIVELY.



PROJECT WORK: PRACTICAL EXERCISES LIKE FORM FILLING, DATA ORGANIZATION, AND REAL-TIME TASK COMPLETION.

Data Entry Operator

VI. Advanced Topics (Optional)



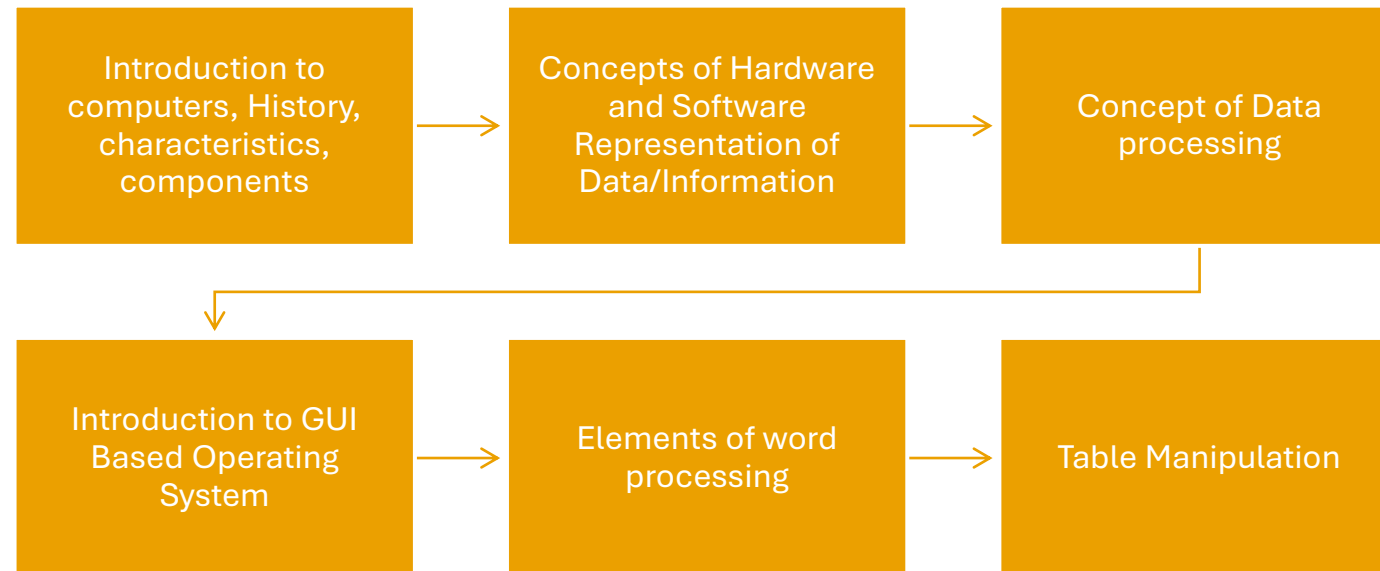
Data Analysis with Python: For more advanced roles.



























Computer Networks: Basic knowledge of how networks operate.

Data Entry Operator

Additional Features



Advance Excel

 Introduction to Excel	 Basic Operations	 Basic Formulas & Functions	 Managing Worksheets	 Intermediate Formulas	 Data Handling & Sorting
 Charts and Visuals	 Conditional Formatting	 Advanced Functions & Formula Auditing	 PivotTables & Pivot Charts	 Data Tools	 Text Functions
 Power Query (Get & Transform)	 Power Pivot & Data Model	 Dashboards & Reporting	 Lookup & Reference Functions	 Math & Statistical Functions	 Date & Time Functions
 <i>Text Functions (Advanced Usage)</i>	 What-If Analysis Tools	 Solver Add-in	 <i>Data Cleaning Techniques</i>	 <i>Data Validation</i>	 <i>Form Controls & Interactivity</i>

Thanks
