



# JP TECH INSTITUTE

AN INSTITUTE FOR DEVELOPING SKILLS

## Syllabus for Certificate in Data Entry Operator

DURATION: - \_\_\_\_\_

TUTION FEE: - \_\_\_\_\_

Module	Topics
Basics of Computer	<ul style="list-style-type: none"><li>- Introduction to Computer</li><li>- Basic Functions of Computer</li><li>- CPU, Memory Unit, Input / Output Units</li><li>- Software, Computer Languages, Computer Security, Virus</li></ul>
Operating System	<ul style="list-style-type: none"><li>- Introduction to OS</li><li>- Windows Desktop Elements, Taskbar, File Management</li><li>- Installing software &amp; hardware</li></ul>
Word Processing	<ul style="list-style-type: none"><li>- Main Features of Word Processing</li><li>- MS Word: Screen Layout, Rulers, Managing Documents</li><li>- Formatting text, paragraphs, lists</li><li>- Working with tables, graphics, page formatting</li></ul>
Spreadsheet	<ul style="list-style-type: none"><li>- Features of Spreadsheets, MS Excel</li><li>- Entering &amp; editing data, modifying worksheets</li><li>- Formatting cells, columns, rows</li><li>- Formulas, functions, charts</li></ul>
Typing	<ul style="list-style-type: none"><li>- Typing in English with speed and accuracy</li><li>- Typing in Hindi/regional language</li></ul>
Image Editing	<ul style="list-style-type: none"><li>- Editing images/photos using Paint, Picture Manager</li></ul>
Presentation	<ul style="list-style-type: none"><li>- Creating slides in PowerPoint</li><li>- Inserting pictures, themes, audio/video</li></ul>
Networking	<ul style="list-style-type: none"><li>- Network connections and cables</li><li>- Internet browsing, video conferencing</li></ul>