



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