

2022-23

DIPLOMA IN DATA ENTRY OPERATOR



GURUKUL

EDUCATIONAL AND
RESEARCH INSTITUTE

Subject and Syllabus

Syllabus

CERTIFICATE IN DATA ENTRY OPERATOR

DURATION :- 6 MONTH

631 BASICS OF COMPUTER

- * Input and Output Devices
- * System Software and Application Software
- * Computer Language
- * Compiler and Assembler

632 OPERATING SYSTEM

- * Desktop Elements
- * Locating Files and Folders
- * Changing System Setting
- * File Management in Windows
- * Installation of Software and Hardware

633 BASICS OF WORD PROCESSING

- * Starting Word Program
- * Word Screen Layout
- * Typing Screen Objects
- * Managing Documents
- * Protecting and Finding Documents

634 FORMATTING DOCUMENTS

- * Working with text
- * Formatting Paragraphs
- * Creating Bulleted and Numbered Lists
- * Spelling and Grammar

635 MAIL MERGE

- * Types of document in Mail merge
- * Creating data Source
- * Creating Mailing Labels
- * Merging Data into Main Document

636 BASICS OF SPREADSHEET

- * Selecting, Adding and Renaming Worksheets
- * Modifying a Worksheet
- * Resizing Rows and Columns
- * Workbook Protection

637 FORMATTING WORKSHEETS

- * Formatting Toolbar
- * Formatting Cells
- * Formatting Columns and Rows
- * Protect and Unprotect Worksheets

638 FORMULAS, FUNCTIONS AND CHARTS

- * Copying a Formula
- * Types of Functions
- * Types of Charts
- * Auto shapes and Smart art

639 CREATING PRESENTATION

- * Creating Slides
- * Slide Sorter View
- * Changing Slide Layouts
- * Moving Between Slides

