

Gurukul Educational And Research Institute

SHIKSHA SANKUL, SAHASTRADHARA ROAD, NEARBY IT PARK,
DEHRADUN, UTTARAKHAND PIN CODE - 248013



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DATA ENTRY OPERATOR (DEO)

Duration: 6 Months

Eligibility: 10th / 12th Pass

Mode: Theory+ Practical

Module 1 – Computer Fundamentals

- Introduction to Computer
- Hardware & Software Input /
- Output Devices
- CPU, RAM, Storage
- Operating System (Windows)
- File & Folder Management
- Control Panel Basics

Practical:

- Folder Create / Rename / Delete
- File Save & Organize
- Basic System Settings

Module 2 – Typing Skills

- English Typing Practice
- Hindi Typing Practice (Optional)
- Typing Speed Improvement
- Accuracy Training
- Numeric Keypad Practice

Target Speed:

- 30–40 WPM (English)
- 25–30 WPM (Hindi)

Module 3 – MS Office

MS Word

- Document Creation
- Formatting Page Setup
- Tables
- Letter & Resume Format

MS Excel

- Workbook & Worksheet
- Data Entry Basic Formulas (SUM, AVERAGE, COUNT)
- Sorting & Filtering
- Simple Reports

MS PowerPoint (Basic)

- Slide Creation
- Presentation Design

Module 4 – Internet & Email

- Internet Browsing
- Google Search Email
- Create & Send
- Attachments
- Online Forms Digital
- Payments Basics

Module 5 – Data Handling & Office Work

- Data Collection
- Data Cleaning Data
- Formatting
- Online Data Entry
- MIS Basics Scanning
- PDF Creation

Practical Work

- Excel Marksheet
- Salary Sheet
- Data Entry Form
- Online Application Filling
- Final Project File

Career Opportunities

- Data Entry Operator
- Computer Operator
- Back Office Executive
- Office Assistant
- MIS Executive
- Online Form Filling Executive

