

Data Entry Operator - Course Syllabus

Course Duration: 3 Months

Category: Job Oriented

Course Overview

This course is designed to prepare students for professional data entry, office administration, documentation, and computer-based work environments. Students will develop typing skills, Microsoft Excel proficiency, document management abilities, and online data entry techniques.

Module 1: Computer Fundamentals

Introduction to computers, operating systems, file management, folders, and internet basics.

Module 2: Typing Skills Development

English typing practice, typing speed improvement, keyboard shortcuts, and accuracy enhancement.

Module 3: MS Word Documentation

Document creation, formatting, tables, page setup, reports, and office documentation.

Module 4: MS Excel for Data Entry

Spreadsheet creation, formulas, sorting, filtering, data validation, and reporting.

Module 5: Online Data Entry

Web-based forms, CRM data entry, online portals, email handling, and cloud storage.

Module 6: Office Work Management

Office communication, document handling, record maintenance, and professional workplace practices.

Module 7: Practical Projects

Real-world data entry assignments, Excel projects, documentation tasks, and reporting exercises.

Career Opportunities

Data Entry Operator, Office Assistant, Computer Operator, Documentation Executive, Back Office Executive, and Administrative Assistant.

Certificate

Certificate will be awarded upon successful completion of the course.