

ESTC

(भारत सरकार का उपक्रम)
सूक्ष्म लघु एवं मध्यम उद्यम मंत्रालय के अधीन

Academy of Computer & Electronics Learning
IT Planet (A Training Unit) **Haldwani**

Web: <http://itplaneteducation.com>, Mail : info@itplaneteducation.com

Data Entry Opreater

Duration: 160 Hrs.(Approx 3 Month).

Fundamental Of Computer

- Generation of Computer
- Types of Computer
- Peripherals Devices.
- Computer Architecture
- Brief description of machine
Language (Binary And Decimal Conversion)

Opreating System

- CUI (Disk Opreating System)
- Introduction to GUI Based Operating System. Basics of WINDOWS.(Window XP,Window 7,Window 8,Linux)
- Desktop property, Control Panel Setting,Work with user Account,Start Menu , Task Manager, Quick Launch ,Notepad ,Wordpad , Zip File, Folder Creation, work with Multimedia & Graphics (PNG,JPG,JPEG,GIF,BMP)

OFFICE AUTOMATION

MS-Office 2003,2007

Ms word

- ✓ Element of word processing-Text Creation and manipulation, Text Formatting- Paragraph Indenting, Bullets and Numbering, Changing case, Macros,
- ✓ Table Manipulation- Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading
- ✓ Cross reference, table of contents. Mail Merge

Ms-Excel(Excel Advance)

- ✧ Spread sheet elements. Manipulation of Cells: Entering Text, Numbers and Dates , Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
- ✧ Using Formulas. Working with function and charts. Advanced filter, comments, protecting worksheet

Ms-Powerpoint (Slide Show)

- ✓ Power point presentations: Creation of Presentation, Preparation of Slides. Transition and Slide Timing and Automating a Slide Show
- ✓ Project & Power Point Presentation.

Internet Technology and Web Design

- ✓ Introduction to Internet
- ✓ Basics of Computer Networks. Services on Internet. ISPs and examples (Broadband/Dialup/WiFi). TCP/IP and OSI layers. WWW, web browser and Search Engines.
- ✓ Basics of E-mail. Opening Email Client. Mailbox: Inbox and Outbox.
- ✓ Soft Skills: Personality Development. Writing Skills, File Handling.
- ✓ Data Entry / Typing (Hindi,English).