INFORMATION TECHNOLOGY

Domestic Data Entry Operator in the IT-ITeS Industry is also known as Data Entry Operator. Individuals are responsible to provide daily work reports and work on daily hour bases. The individual is responsible for electronic entry of data from the client side to the office site or vice-versa. Individual tasks vary depending on the size and structure of the organization

Syllabus

The syllabus provides a dynamic learning experience for the students. The syllabus is designed to give students a hands on experience of basic computer functions and applications

MS Word

Styles/ categories in Word Processor • Using the Styles and Formatting window.* • Using Fill Format.* • Creating and updating new style from selection • Load style from template or another document. • Creating a new style using drag-and-drop.* • Applying styles. Making Templates. Creating and customizing tables

MS Excel

Analyse data using scenarios and goal seek. Setting up multiple sheets. Creating reference to other sheets by using keyboard and mouse. Link data and spreadsheets. Share and review a spreadsheet. Create and Use Macros in spreadsheet

MS Access

Appreciate the concept of Database Management System. Create and edit tables using wizard and SQL commands. • Steps to create a table using table wizard*. Perform operations on table • Inserting data in the table, • Editing records in the table, • Deleting records from the table,
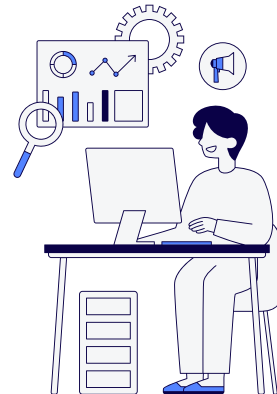
Web Applications

Working with Accessibility Options. Understand Networking Fundamentals. Introduction to Instant Messaging . Chatting with a Contact – Google Talk. Creating and Publishing Web Pages – Blog. Using Offline Blog Editors. Online Transaction. Internet Security. Maintain workplace safety. Prevent Accidents and Emergencies

Career Opportunities

Some of the top sectors that require a data entry operator/analyst are listed below:
• Banks and Public Sector
• Marketing Companies
• Accounting Companies
• Human Resources
• Corporate Businesses
• MNCs
• Study Centers
• Schools and Universities
• Hospitals or Healthcare Service Providers
• Insurance Firms
• Small-scale Businesses

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