

VANDANA COMPUTER EDUCATION

REG. OFF. ADD.: - 09/A, STREET NO.08, SECTOR-01, BHILAI, DIST-DURG, C.G. 490001

Registered Under Ministry of Micro, Small & Medium Enterprises Govt. of India
UDYAM REG NO. UDYAM-CG-05-0051765

COURSE NAME	90 DAYS DATA ENTRY OPERATOR
COURSE DURATION	03 MONTHS (90 DAYS)
COURSE QUALIFICATION	MINIMUM - 10TH & 12TH

COURSE CONTENTS

1. Fundamental of Computer - Theory

1. What is a Computer
2. Input & Output Device
3. Hardware & Software

2. Paint

1. Photo Resize
2. Document Resize
3. Convert Web Image into PNG/JPEG
4. Simple Logo Making
5. Add Name In Photograph

3. Wordpad

1. Letter Writing
2. Paragraph Writing

4. MS Word

1. Front Page
2. Index, Invoice, Cash Bill
3. Resume, Pamphlet
4. Reference – Table of Content
5. Mailings - Mail Merge & ID Card's
6. Review Tab - New Comment & Track Change
7. Question Paper

5. MS Excel

Basic –

1. Arithmetic Operation
2. Random Number - Rand & RandBetween
3. Case - Change Case, Addition of Words, Separation of Words

Date & Time –

1. Weekday & Text
2. Age Calculation
3. Due Date Calculator

Logical Function –

1. Sumif & Sumifs, Averageif & Averageifs, Countif & Countifs
2. Attendance Report

IF Function –

1. Basic IF, IF And & IF OR
2. Nested If

Lookup Function –

1. Index , Match , Time Table (Project)
2. Type of Lookup – Vlookup, Hlookup, Lookup
3. Project – Salary Slip, School Result

EMI Loan -

1. PV & PMT Function
2. Automatic EMI Calculation
3. Emi loan with Goal Seek

6. MS Powerpoint

1. Simple PPT
2. Course Overview PPT
3. Fundamental Of Computer PPT
4. Animation PPT
5. Car Accident PPT
6. Inforgraphics
7. Timeline Project
8. Master Slide MCQ Paper

7. Working in Internet

1. **Internet Introduction** - What is Internet, History (ARPANET), Internet vs Intranet.
2. **Internet Requirements** - Computer + Modem + ISP, IP Address & Domain Name
Browser (Chrome, Edge, Firefox), URL & Website.
3. **Internet Services (Basic)** - Email (ID Create, Send, Receive), WWW (Search Engines, Hyperlink), Chat & Messaging, File Download/ Upload .
4. **Internet Use in Office Work** - Online Payment Basics.
5. **Cyber Safety Basic** - Strong Password, Virus / Malware, Safe Browsing.
6. **Practical Training** -
 - 6.1 - Email ID Create
 - 6.2 - Google Search Practice
 - 6.3 - File Download

