

SYLLABUS

DATA ENTRY OPERATOR

1. BASICS OF COMPUTER

Computer organization; Input and Output Devices; System Software and Application Software; Computer Language; Compiler and Assembler.

2. BASICS OF WINDOWS OPERATING SYSTEM

Elements of Windows XP; Desktop Elements; Locating Files and Folders; Changing System setting; File Management in Windows; Installation of Software and Hardware.

3. BASICS OF WORD PROCESSING

Starting word Program; Word Screen Layout; Typing Screen Objects; Managing Documents; Protecting and finding Documents; Printing Documents.

4. FORMATTING DOCUMENTS

Working with Text; Formatting Text; Formatting Paragraphs; Bulleted and Numbered Lists; Copying and Moving Text; Spelling and Grammar; Page Formatting; Creating Tables; Mail Merge.

5. INTRODUCTION TO INTERNET

Getting Connected to Internet; Types of Internet Connections; Internet Terminology; Understanding Internet Address; Web Browser and Internet Services.

6. FORMULAS, FUNCTIONS AND CHARTS

Basics of Spreadsheet; Selecting, Adding and Renaming Worksheets; Modifying a Worksheet; Workbook Protection; Formulas and Functions; Copying a Formula; Types of Functions; Types of Charts; Auto Shapes and Smart Art.

7. ONLINE APPLICATIONS

URLS; Web Servers; Search Engines; Telnet, FTP, Email; Social Networks; Blogs; Video-Conferencing; e-Commerce; m-commerce; VOIP.