



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course Syllabus: Data Entry Operator

Batch Name: Data Entry Operator

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 60 Hours

Course / Modules Paper

Paper 1	Paper 2	Paper 3
MS Word	MS Excel	Typing

Paper : MS Word

1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS word
- 1.3 Explaining the Ribbons

2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages
- 2.3 tables
- 2.4 Illustrations
- 2.5 Links
- 2.6 Headers and Footers
- 2.7 Text Group
- 2.8 Symbols

3: MS Word Mailing

- 3.1 Create
- 3.2 Start Mail Merge

4: MS Word References

- 4.1 Table of Contents
- 4.2 Footnotes
- 4.3 Citation and Bibliography
- 4.4 Caption
- 4.5 Index
- 4.6 Table of Authorities

5: MS Word Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Tracking
- 5.4 Changes
- 5.5 Compare
- 5.6 Protect

6: MS Word View

- 6.1 Document View
- 6.2 Show/Hide
- 6.3 Zoom Group
- 6.4 Window
- 6.5 Macro

Paper : MS Excel

1: Introduction to Excel

- 1.1 Introduction
- 1.2 History of Excel
- 1.3 Uses of MS Excel
- 1.4 Important Components of Excel
- 1.5 Excel Window Overview
- 1.6 Font
- 1.7 Alignment
- 1.8 Clip Board
- 1.9 Number Formatting
- 1.10 Conditional Formatting
- 1.11 Format as Table
- 1.12 Cell Styles
- 1.13 Cells
- 1.14 Editing

2: MS Excel: Data

- 2.1 Get External Data
- 2.2 Sort and Filter
- 2.3 Data Tools

3: MS Excel: Insert

- 3.1 Tables
- 3.2 Illustrations
- 3.3 Charts
- 3.4 Links
- 3.5 Spark-Lines
- 3.6 Text Group

4: MS Excel: Page Layout

- 4.1 Themes
- 4.2 Page Setup
- 4.3 Scale to Fit
- 4.4 Sheet Options
- 4.5 Arrange

5: MS Excel: Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Changes

6: MS Excel: View

- 6.1 Workbook Views
- 6.2 Show/Hide
- 6.3 Zoom
- 6.4 Window Group
- 6.5 Macros

