

Data Entry Operator

January 14, 2022
15 Days

Data Entry Operator Training in Nepal

Data Entry Operators are **usually responsible for entering data into different computer databases**, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

The Course Syllabus is as Provided Below:

Courses Outline

General Knowledge

- Overview Computer
- Overview Excel
- Overview Word
- Overview PowerPoint
- Overview Software

Computer Knowledge

- Basic of Computers
- Computer Organization
- Generations of computer
- Input & Output Device
- Shortcuts & Basic knowledge
- MS word, MS Excel, MS power point
- Memory Orientation, Internet, LAN, WAN, Modem,
- Remember short cut Tricks of MS Word, MS Excel & Computer Abbreviations

General Mathematics

- Questions will be asked from Simplification, Average, Percentage
- Time & Work, Area, profit & Loss, Simple & Compound Interest
- Time & Speed, Investment, HCF LCM, Problem On Ages ,
- Bar Graph, Pictorial Graph, Pie Chart and Data Interpretation etc.