

# 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 Exel
- Overview World
- 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.