

**Trade Name : Data Entry operator – MS Office**

**Duration of course : 30 Days**

<b>Subject</b>	<b>Content</b>
Introduction	Introduction, Characteristics of Computers, History of Computers, Generation of Computers, Classification of Computers, Computer Applications, Architecture of Computers, Computer Architecture and I/O Devices, Basic Structure of Computers, Random Access Memory (RAM), Flow Of Information, Memory Size, Input/ Output Units, Description of Computer input Device, Key to floppy data entry System, Floppy Disk input unit, Magnetic Hard Disk, Floppy Disk Drive, familiarizing various components and connections.
DOS	DOS, What is OS, Getting Started With DOS, and Important Terms. System & file commands. Directories, sub directories
Windows	To Start a Program, To Start Windows, To shutdown your Computer, To find a file or folder, To copy a file or folder To move a file or folder, To delete a file or folder, To create a Folder, To Change the name of a file or folder, To print a document, browsing using Internet Explorer, To move an icon, Switching applications, To permanently display the taskbar & other features
M.S. Office	<p>To create a new file, To create a new Document To open a Created Document, Saving a document, To find word in your Document, To correct spelling and grammar, to change the page margins, to count Words &amp; Lines in a Document, To add a command or other item to a menu, Adding page numbers, Header and Footers, Mail- Merge, sing a header Source for a mail merge, Styles, Paragraph Spacing, Adding Borders, to keep Paragraph together, Set tabs stops with header Characters, Comment Mark Macro, Pictures, Create Hyperlink. Create Bookmark, Add a Bookmark, sort, Formula, Insert Table, Protect Document, Background, Printing</p> <p><b>Power Point :</b></p> <p>Auto content Wizard, Design Templates, To make a new Slide, Move Copy or Duplicate slide. To Change the layout, Adding text, Adding text by using text Book Tool, To insert and edit Picture, Add a clip from clip gallery, Windows Media Folder Clip Gallery Live, Add Transitions to a slide show, Printing.</p> <p><b>Ms-Excel :</b></p> <p>Introduction to spreadsheet, Excel as Spreadsheet, To create a new work book, To open a workbook automatically when you start excel, About workbook and worksheet, Move and scroll through a worksheet, Switch to another sheet in a workbook, select sheet in a workbook, Manipulating data in cells, Printing, Functions, To apply an auto format to a range. To apply an existing style, To create a new style, To hide a workbook To create a scenario, To create links to connect to data and files, to create a hyperlink from cell text, To create a pivot Table, what is pivot Table, Filter, Auditing, Hide Windows Documents, Excel Graphs</p> <p><b>MS-Access :</b></p> <p>Database concepts, Creating tables, Inserting data into table, updating data, linking tables, Queries generation (different types), Designing forms, Inserting data into tables using forms, creating sub forms, creating reports based on tables &amp; based on queries, security features of MS-Access, Database utilities.</p>