

SYLLABUS

DATA ENTRY OPERATIONS(CODE: 336)

1. **Basics of Computer**

- Computer Organization
- Input and Output Devices
- System Software and Application Software
- Computer Language
- Compiler and Assembler

2. **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

5. **Mail Merge**

- Types of document in Mail merge
- Creating data Source
- Creating Mailing Labels
- Merging Data into Main Document

6. **Basics of Spreadsheet**

- Selecting, Adding and Renaming Worksheets
- Modifying a Worksheet
- Resizing Rows and Columns
- Workbook Protection

Resource Page

Hi there.

My name is (write down your name). I am a specialist of data entry with an experience of five years.

I have experience of proven data entry work, MS office, data programs and I am acquainted with administrative duties. Also, I have a high school diploma and certificate of computer training course-work.

I can identify the deficiencies and errors of any data with full contemplation and can correct the incompatibilities within the least time. I am familiar with scanning documents into document management systems and transcribing information into requisite electronic format with full accuracy.

I work with full confidentiality and my ex-clients were so content with my work and reviewed me with high rate. I will attach some of my splendid works files for your convenient to comprehend my ability of work.

I work with honesty and do not hesitate to toil little more to make clients appease. Thank you.

Attachment:

(Add your best work sites link)