

Certificate in Data Entry Operator

Course Code : CR-17

Eligibility : 8th

Duration : 4 Months

Introduction to Computer with their Input & Output

Basic Introduction of a Computer , Input Devices , Output Devices , Data & Information , Computer Architecture , CPU & Memory Organization , History of Computer , Generation of Computer

Fundamentals of Operating Systems & Applications & System Software

Dos , Windows

Office Automation (MS Word , MS Excel , MS Power Point , Access)

Introduction of MS Office

Internet & Email Services

Fundamental , Browsing , Creating Email Account , Sending & Receiving Email

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