



**अखिल भारतीय सूचना प्रौद्योगिकी संगठन**  
**All India Information Technology Association**  
**New Delhi**

WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

## CERTIFICATE IN DATA ENTRY OPERATOR

**Eligibility :** 10<sup>th</sup>

**Duration :** 4 Months

**Course Code :** CR-16

### **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

### **Admin Office New Delhi:**

#### **All India IT Association**

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