



G-TEC EDUCATION

— G-TEC Group of Institutions —

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DOMESTIC DATA ENTRY OPERATOR

DOMESTIC DATA ENTRY OPERATOR

TOTAL DURATION: 400 HOURS

- I. THEORY: 100 HOURS**
- II. PRACTICAL: 300 HOURS**

OBJECTIVE

World is moving online and migration of data is the call for the hour. Data entry is the basic need of any industry not just IT. This course would help you master the art and also use the system affluently. You will also learn to use basic office management software and Internet professionally.

EXIT PROFILE

- ✓ Understanding required skills for a domestic data entry operator
- ✓ Undertake data entry services
- ✓ Manage their work to meet requirements
- ✓ Maintain a healthy, safe and secure working environment

CAREER PATH

- ✓ Domestic data entry operator

STUDENTS' PREREQUISITE

- ✓ 10th Class + Basic computer knowledge

COURSE OUTLINE

- ✓ Data Entry Services
- ✓ MS Office / Open Office
- ✓ Browser
- ✓ Outlook / Email
- ✓ Self and Work Management
- ✓ Managing Health and Safety

MARK DISTRIBUTION

DOMESTIC DATA ENTRY OPERATOR						
Subject	Time (In hours)		Total (In hours)	Marks		Total
	Theory	Practical		Theory	Practical	
MS Word	18	54	72 hrs	10	100	110
MS Excel	22	66	88 hrs	20	100	120
MS Powerpoint	15	45	60 hrs	10	100	110
Browser + Outlook + Email	27	81	108 (18+54+36)	10	100	110
Data Entry Services, Self and Work Management Managing Health and Safety	*	*	72 hrs(32+32)	0	0	0
Total	100	300	400 hrs	50	400	450

MODULE IN DETAIL

THEORY

(36 HOURS)

DATA ENTRY SERVICES

- ✓ Obtain information from customer/client to be entered.
- ✓ Adhere to organizational processes and policies to record and perform the service request.
- ✓ Revert to the customer on a reasonable estimate time of delivering the desired outcome.
- ✓ Prioritize service requests according to organizational guidelines.
- ✓ Transcribe, enter, and verify data from multiple sources.
- ✓ Verify accuracy of transcribed data with the source document and correct any errors.
- ✓ Escalate, seek advice from specialists if the problem is beyond competence or experience factor.
- ✓ Make appropriate corrections for any error messages that arise, while entering data.
- ✓ Organize source documents and filing relative to data entered.
- ✓ Ensure security storage and back up of data files.
- ✓ Share progress or any delays in the process with customers.

The following modules are used for execution of above content

MS OFFICE

(220 HOURS)

MS WORD

- ✓ **Text Basics**
 - Typing the text, Alignment of text
 - Editing Text: Cut, Copy, Paste, Select All, Clear
 - Find & Replace
- ✓ **Text Formatting and saving file**
 - New, Open, Close, Save, Save As
 - Formatting Text: Font Size, Font Style
 - Font Color, Use the Bold, Italic, and Underline

- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- working with Tabs and Intends
- ✓ **Working with Objects**
 - Shapes, Clipart and Picture, Word Art, Smart Art
 - Columns and Orderings - To Add Columns to a Document
 - Change the Order of Objects
 - Page Number, Date & Time
 - Inserting Text boxes
 - Inserting Word art
 - Inserting symbols
 - Inserting Chart
- ✓ **Header & Footers**
 - Inserting custom Header and Footer
 - Inserting objects in the header and footer
 - Add section break to a document
- ✓ **Working with bullets and numbered lists**
 - Multilevel numbering and Bulleting
 - Creating List
 - Customizing List style
 - Page bordering
 - Page background
- ✓ **Tables**
 - Working with Tables, Table Formatting
 - Table Styles
 - Alignment option
 - Merge and split option
- ✓ **Styles and Content**
 - Using Build- in Styles, Modifying Styles
 - Creating Styles, Creating a list style
 - Table of contents and references
 - Adding internal references
 - Adding a Footnote
 - Adding Endnote
- ✓ **Merging Documents**
 - Typing new address list
 - Importing address list from Excel file
 - Write and insert field
 - Merging with outlook contact
 - Preview Result
 - Merging to envelopes
 - Merging to label

- Setting rules for merges
- Finish & Merge options
- ✓ **Sharing and Maintaining Document**
 - Changing Word Options
 - Changing the Proofing Tools
 - Managing Templates
 - Restricting Document Access
 - Using Protected View
 - Working with Templates
 - Managing Templates
 - Understanding building blocks
- ✓ **Proofing the document**
 - Check Spelling As You Type
 - Mark Grammar Errors As You Type
 - Setting AutoCorrect Options
- ✓ **Printing**
 - Page Setup, Setting margins, Print Preview, Print
 - Print Preview, Print

MS EXCEL

- ✓ **Introduction to Excel**
 - Introduction to Excel interface
 - Understanding rows and columns, Naming Cells
 - Working with excel workbook and sheets
- ✓ **Formatting excel work book**
 - New, Open, Close, Save, Save As
 - Formatting Text: Font Size, Font Style
 - Font Color, Use the Bold, Italic, and Underline
 - Wrap text, Merge and Centre
 - Currency, Accounting and other formats
 - Modifying Columns, Rows, & Cells
- ✓ **Perform Calculations with Functions**
 - Creating Simple Formulas
 - Setting up your own formula
 - Date and Time Functions, Financial Functions
 - Logical Functions, Lookup and Reference
 - Functions Mathematical Functions
 - Statistical Functions, Text Functions
- ✓ **Sort and Filter Data with Excel**
 - Sort and filtering data
 - Using number filter, Text filter
 - Custom filtering
 - Removing filters from columns
 - Conditional formatting

- ✓ **Create Effective Charts to Present Data Visually**
 - Inserting Column, Pie chart etc
 - Create an effective chart with Chart Tool
 - Design, Format, and Layout options
 - Adding chart title
 - Changing layouts
 - Chart styles
 - Editing chart data range
 - Editing data series
 - Changing chart
- ✓ **Analyze Data Using PivotTables and Pivot Charts**
 - Understand PivotTables, Create a PivotTable
 - Framework Using the PivotTable and PivotChart
 - Create Pivot Chart from pivot Table
 - Inserting slicer
 - Creating Calculated fields
- ✓ **Protecting and sharing the work book**
 - Protecting a workbook with a password
 - Allow user to edit ranges
 - Track changes
 - Working with Comments
 - Insert Excel Objects and Charts in Word Document and Power point Presentation
- ✓ **Use Macros to Automate Tasks**
 - Creating and Recording Macros
 - Assigning Macros to the work sheets
 - Saving Macro enabled workbook
- ✓ **Proofing and Printing**
 - Page setup, Setting print area, Print titles
 - Inserting custom Header and Footer
 - Inserting objects in the header and footer
 - Page Setup, Setting margins, Print Preview, Print
 - Enable back ground error checking
 - Setting AutoCorrect Options

MS POWERPOINT

- ✓ **Setting Up PowerPoint Environment**
 - New, Open, Close, Save, Save As
 - Typing the text, Alignment of text
 - Formatting Text: Font Size, Font Style
 - Font Color, Use the Bold, Italic, and Underline
 - Cut, Copy, Paste, Select All, Clear text
 - Find & Replace
 - Working with Tabs and Intends

- ✓ **Creating slides and applying themes**
 - Inserting new slide
 - Changing layout of slides
 - Duplicating slides
 - Copying and pasting slide
 - Applying themes to the slide layout
 - Changing theme color
 - Slide background
 - Formatting slide background
 - Using slide views
- ✓ **Working with bullets and numbering**
 - Multilevel numbering and Bulleting
 - Creating List
 - Page bordering
 - Page background
 - Aligning text
 - Text directions
 - Columns option
- ✓ **Working with Objects**
 - Shapes, Clipart and Picture, Word Art, Smart Art
 - Change the Order of Objects
 - Inserting slide header and footer
 - Inserting Text boxes
 - Inserting shapes, using quick styles
 - Inserting Word art
 - Inserting symbols
 - Inserting Chart
- ✓ **Hyperlinks and Action Buttons**
 - Inserting Hyperlinks and Action Buttons
 - Edit Hyperlinks and Action Button
 - Word Art and Shapes
- ✓ **Working with Movies and Sounds**
 - Inserting Movie From a Computer File
 - Inserting Audio file
 - Audio Video playback and format options
 - Video options, Adjust options
 - Reshaping and bordering Video
- ✓ **Using SmartArt and Tables**
 - Working with Tables, Table Formatting
 - Table Styles
 - Alignment option
 - Merge and split option
 - Converting text to smart art

- ✓ **Animation and Slide Transition**
 - Default Animation, Custom Animation
 - Modify a Default or Custom Animation
 - Reorder Animation Using Transitions
 - Apply a Slide Transition, Modifying a
 - Transition, Advancing to the Next Slide
- ✓ **Using slide Master**
 - Using slide master
 - Inserting layout option
 - Creating custom layout
 - Inserting place holders
 - Formatting place holders
- ✓ **Slide show option**
 - Start slide show
 - Start show from the current slide
 - Rehearse timing
 - Creating custom slide show
- ✓ **Proofing and Printing**
 - Check Spelling As You Type
 - Setting AutoCorrect Options
 - Save as video
 - Save as JPEG files
 - Save as PowerPoint Show file
 - Print Preview, Print

or

OPEN OFFICE

(220 HOURS)

OPEN OFFICE WRITER

- ✓ Introduction to Writer
 - User interface
 - Setting up writer
 - Starting a new document
 - Saving a document
 - Opening a document
 - Document views
 - Supported file formats
- ✓ Working with Text
 - Selecting Text
 - Numbered and Bulleted Lists
 - AutoText
 - Find and Replace text
 - Inserting special characters
 - Formatting paragraphs

- Formatting characters
- Auto formatting text
- Using footnotes and endnotes
- Spell checking
- Inserting notes
- Working with hyperlinks
- Using built in language tools
- Line numbering
- Tracking changes
- Undoing and redoing changes
- ✓ Formatting pages
 - Choosing a layout method
 - Changing page margins
 - Using columns to define page margin
 - Using frames for page layout
 - Using tables for page layout
 - Using sections for page layout
 - Creating header and footers
 - Numbering pages
- ✓ Printing , Faxing , Exporting and Emailing
 - Controlling printing
 - Printing a brochure
 - Printing envelopes
 - Printing labels
 - Sending a fax
 - Exporting to PDF
 - Exporting to other formats
 - Emailing writer documents
 - Digital signing of documents
- ✓ Introduction to styles
 - Styles and formatting windows
 - Working with styles
 - Applying paragraph styles
 - Applying frame styles
 - Applying page styles
 - Applying list styles
 - Modifying styles
 - Copying and moving styles
 - Deleting styles
- ✓ Working with graphics
 - Adding images to document
 - Modifying an image
 - Using drawing tools

- Arranging , anchoring and aligning
- Examples of wrapping
- Graphic file type supported
- ✓ Working with table
 - Creating a table
 - Formatting a table layout
 - Resizing and positioning table
 - Inserting rows and columns
 - Merging and splitting cells
 - Borders , background and boundaries
 - Formatting the table text
 - Additional table operations
- ✓ Working with templates
 - Using a template to create a document
 - Creating and editing a template
 - Adding template with extension manager
 - Setting a default template
 - Organizing a template
- ✓ Using mail merge
 - Creating and registering a data source
 - Creating a form letter
 - Printing mailing labels
 - Printing envelopes
- ✓ Table of contents , Indexes and Bibliographies
- ✓ Working with master documents
- ✓ Working with fields
- ✓ Using forms in writer
 - Creating a simple form
 - Form control reference
 - Advanced form customization
 - XForms
- ✓ Math objects
- ✓ Customizing writer

OPEN OFFICE CALC

- ✓ Introduction to Calc
 - User interface
 - Sheets and cells
 - Creating new spreadsheet
 - Opening and Saving a spreadsheet
 - Navigating with spreadsheet
 - Selecting item in sheet or spreadsheet
 - Working with columns an rows
 - Working with sheets

- Viewing Calc
- Using the navigator
- ✓ Entering , Editing and Formatting data
 - Entering data
 - Validating cell contents
 - Editing data and Formatting data
 - Auto format
 - Themes
 - Conditional formatting
 - Hiding and showing data
 - Sorting records
 - Finding and replacing in Calc
- ✓ Creating charts and graphs
 - Creating charts and Editing charts
 - Formatting charts and chart elements
 - Resizing and moving charts
- ✓ Using styles and templates
 - Types of styles in Calc
 - Accessing and applying styles
 - Modifying styles
 - Creating spreadsheet from a templates
 - Creating and editing templates
 - Setting up default template
 - Organizing templates
- ✓ Using Graphics in Calc
 - Adding and modifying graphics (images)
 - Picture context menu
 - Drawing tools
 - Creating an image map
 - Supported file types
- ✓ Printing , Exporting and Emailing
 - Printing
 - Page breaks, headers and footers
 - Exporting to PDF
 - Emailing spreadsheets
 - Digital signing
- ✓ Using formulas and functions
 - Creating formulas
 - Understanding functions
 - Finding and fixing errors
 - Examples of functions
 - Using regular expression in functions
- ✓ Using Datapilot

- ✓ Data analysis
 - Consolidating data
 - Creating subtotals
 - Using scenarios
 - Solver
- ✓ Linking Calc data
 - Using multiple sheets
 - Referencing other sheets
 - Hyperlinks and URLs
 - Linking to external data
 - Embedding spreadsheets
- ✓ Sharing and Reviewing documents
- ✓ Calc Macros
- ✓ Calc simple database
- ✓ Setting up and customizing Calc

OPEN OFFICE IMPRESS

- ✓ Introduction to Impress
 - User interface
 - Creating a presentation
 - Formatting a presentation
 - Running the slideshow
- ✓ Slide master
 - Working with slide master
 - Modifying slide master
- ✓ Styles and Template
 - Uses of style
 - Choosing and applying background
 - Working with styles
 - Working with templates
- ✓ Adding and formatting text
 - Working with text boxes
 - Inserting text
 - Formatting text
 - Creating bulleted and numbered lists
 - Using fields
 - Using hyperlinks
- ✓ Adding and formatting pictures
 - Inserting pictures
 - Formatting pictures
 - Creating image map
 - Managing the gallery themes
- ✓ Creating graphic objects
 - Drawing toolbar

- Creating lines and shapes
- Working with 3D shapes
- Animating images
- ✓ Spreadsheets , charts and other objects
 - Using spreadsheets in impress
 - Inserting a chat
 - Inserting other objects
 - Inserting a content of file
- ✓ Slides , Notes and Handouts
 - Adding , renaming and removing slides
 - Creating slide from an outline
 - Modifying slides
 - Adding and formatting notes
 - Creating handouts
- ✓ Slide shows
 - Using slide transitions
 - Using slide animation effects
 - Using interaction
 - Running a slide show
- ✓ Printing , Emailing , Exporting and Saving slide shows
 - Controlling printing
 - Printing a brochure
 - Exporting to PDF
 - Exporting as a flash file
 - Exporting as webpages (HTML files)
 - Uses of style
 - Choosing and applying background
 - Working with styles
 - Working with templates
- ✓ Adding and formatting text
 - Working with text boxes
 - Inserting text
 - Formatting text
 - Creating bulleted and numbered lists
 - Using fields
 - Using hyperlinks
- ✓ Adding and formatting pictures
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 - Formatting pictures
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 - Printing a brochure
 - Exporting to PDF
 - Exporting as a flash file
 - Exporting as webpages (HTML files)
 - Emailing a presentation
 - Digital signing of document
 - Opening and saving a PowerPoint file
- ✓ Setting up and customizing Impress

BROWSER

(18 HOURS)

- ✓ Introduction to browsers
- ✓ Types of browsers

MS OUTLOOK

(54 HOURS)

- ✓ Introduction to Outlook
- ✓ Configuring Outlook
- ✓ Creating and sending email messages
- ✓ Formatting text and paragraphs
- ✓ Reading email headers in outlook
- ✓ Organizing mail
- ✓ Using calendars
- ✓ Sharing and alerts

EMAILS

(36 HOURS)

- ✓ Introduction to Emails
- ✓ Types of emails
- ✓ Creating and sending email messages
- ✓ Formatting text and paragraphs
- ✓ Reading email headers
- ✓ Organizing mail

THEORY

(36 HOURS)

Self and Work Management

- ✓ Comprehend your work requirements, output, target with appropriate people as per organization policy.
- ✓ Use your time and resources judiciously.
- ✓ Keep the workplace clean and operate in a tidy environment.
- ✓ Treat confidential information correctly.

Managing Health and Safety

- ✓ Comply/adhere with your organization's current health, safety and security policies and procedures.
- ✓ Be aware about correct emergency procedures.
- ✓ Report to supervisor or authorized personnel, if any hazard is identified.