

Name of the Course/Job Role	Data Entry Operator in IT/ITeS
Job Description	Learning Outcomes
<p>Minimum Educational Qualification & Experience</p> <p>Qualification: 10th/12th standard pass or equivalent.</p> <p>Experience: No prior experience is required, though basic computer knowledge is preferred.</p> <p>Pre-requisite Knowledge Required</p> <ul style="list-style-type: none"> • Basic knowledge of computer operations and typing. • Familiarity with Microsoft Office tools (Word, Excel). • Understanding of data entry practices and accuracy <p>Entry Qualification</p> <ul style="list-style-type: none"> • Completion of a training course in data entry or computer applications is advantageous. • Typing proficiency and basic computer skills. <p>Age Limit: Minimum: 18 years, Maximum: 30 Years</p>	<ul style="list-style-type: none"> • Demonstrate knowledge of various methods of communication. • Identify elements of communication cycle. • Identify the factors affecting our perspectives in communication • Demonstrate the knowledge of basic writing skills • Describe the meaning and importance of self-management. • Identify the factors that helps in building self-confidence. • Describe the role of ICT in day-to-day life. • Identify the various components of computer system. • Perform basic computer operations. • Use Internet and its applications. • Identify the Importance of Data Entry. • Describe Skills and Precision for Data Entry • Describe Challenges and Future of Data Entry • Use common data entry software and tools, including Word, Excel and PPTs • Start the word processing application. • Set up options in Writer for Word Processing • Enter and edit the text in Word Processor. • Format the paragraph and text in Word Processor. • Format pages in Word Processor. • Create and use table in Word Processor. • Print, Export and Save any document in Word Processor. • Create a Spreadsheet. • Enter and edit the text in Spreadsheet. • Format data in Spreadsheet. • Create charts and graphs Spreadsheet. • Print, Export and Save any document Spreadsheet. • Create a presentation at presentation making tool. • Add and Format Text at presentation making tool. • Add Images and Graphics Objects at presentation making tool. • Create Slide Shows Transitions, and animations at presentation making tool. • Print, Export and Save the presentation at presentation making tool. • Type accurately within allotted time • Reduce the time needed to enter large amounts of data. • Minimize the typing errors. • Store data securely and logically in electronic files and folders.