Certificate in Data Entry Pro

"Tired of misplacing important documents? Let's get organized with a Certificate in Data Entry Pro!"Certificate in Data Entry Pro is a comprehensive data entry course covering essential skills and techniques for efficient and accurate data input. It includes topics such as manual and automated data entry methods, typing techniques, data validation, and proficiency in software like Excel, Word, and PowerPoint. By completing this course, learners will be well-prepared to excel in various data entry roles and improve their productivity.

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Fees ₹ 3000
(can be paid in 2 Installments)

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Syllabus & Skills covered (60 hours)

- Historical Evolution: The evolution of data entry methods and their significance in modern data management.
- Essential Skills: The skills and mindset required to be a proficient data entry operator.
- Job Opportunities: Various types of data entry jobs and salary ranges.
- Typing Techniques: The importance of efficient typing and keyboard techniques.
- Fonts and Formatting: The role of fonts in data entry and techniques for font conversion and application settings.
- Speed and Productivity: Speed typing skills, productivity shortcuts, and password management techniques.
- Mobile Typing and Voice Recognition: The impact of mobile typing and voice recognition on data entry efficiency.
- Data Entry Tools: Using Google Forms and Microsoft Forms for data collection and management.
- Microsoft Excel: Creating tables, formatting data, using formulas and functions, and performing data analysis tasks.
- Microsoft Word and PowerPoint: Formatting documents and creating presentations.

Career Opportunities

- **Data Entry Operator**
- **Administrative Assistant (Entry-Level)**
- **E-commerce Data Handler**
- **Data Collection Agent**

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