Computer Course on Data Entry

iite ®
Idl Institute of Techno Education

Course Description

Data Entry, as the name suggests, is the process of entering data into a computerized database or a spread sheet. Data Entry Specialists transfer / enter data held on manual records to computer files and ensure that important data is collated, processed and stored appropriately for business use. They are responsible for transferring both words and numerical data into spreadsheets or databases. Data entry operators are in charge of updating, maintaining and retrieving information which is held in a company's computerized information storage and retrieval systems. People involved in data entry may also handle letters, documents and mailing lists.

Course Components

Duration : 60 Days

MS Word
MS Excel
Marathi / Hindi (30 WPM) / English (40 WPM)
Basics of Internet
Data Entry Project

FLEXIBLE TIME TABLE

QUALIFIED TEACHERS

FREE COURSE MATERIALS

100 + FREE ONLINE COURSE

Idl Institute of Techno Education

Vijay Commercial, 3rd Floor, Nirwan Galli, Main Road,Bhandara, Maharashtra, PIN:441904.
Contact No: 7030077770, Email: info@iiteducation.in, Website: www.iiteducation.in.