



# Computer Course on Data Entry

## Course Description

Data Entry, as the name suggests, is the process of entering data into a computerized database or a spreadsheet. 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

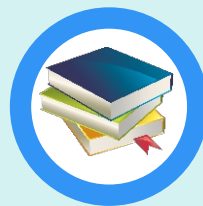
MS Word  
MS Excel  
Marathi / Hindi (30 WPM) / English (40 WPM)  
Basics of Internet  
Data Entry Project



**FLEXIBLE  
TIME TABLE**



**QUALIFIED  
TEACHERS**



**FREE COURSE  
MATERIALS**



**100 + FREE  
ONLINE COURSE**

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