

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME
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DATA ENTRY OPERATOR

MODULE – 1

- ❖ Introduction To MS Office
- ❖ Introduction To MS Word
- ❖ Introduction To MS Excel
- ❖ Introduction To MS- Power Point
- ❖ Introduction Toms- Access
- ❖ Introduction To Internet

MODULE -2

- MARKSHEET
- SALARY SHEET
- AGE CALCULATION
- ATTENDANCE SHEET
- BALANCE SHEET REPORT
- BANKING FINANCIAL ACCOUNTING(LOAN SHEET)
- DEPARTMENTAL STORE SHEET
- EMPLOYEE TIME SCHEDULE
- GST BILL TAX INVOICE
- INVENTORY STOCK
- PATTY CASH LOG
- PROFIT & LOSS
- PRICE LIST
- CAFÉ BILL
- V LOOKUP
- H LOOKUP
- SALARY & ATTENDANCE SHEET
- ALL FORMULAS



MODULE -3

- Count Rows using VBA in Excel
- Excel VBA Font (Colour, Size, Type, and Bold).
- Excel VBA Hide and Unhide a Column or a Row
- Excel VBA Range - Working with Range and Cells
- Apply Borders on a Cell using VBA in Excel
- Find Last Row, Column, and Cell using VBA in Excel
- Insert a Row using VBA in Excel
- Merge Cells in Excel using a VBA Code

❖ PROJECTS

COURSE DURATION
6 MONTHS
FEES: 9,999/-

