

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 Govt. of
India Regd. Office: 1/1449/6, Durgapuri Chowk, Loni Road, Shahdara, Delhi-110093
Branch Office: Janta Flat, Mandoli Road || www.sittech.info
9560535866 || 011-47656981

DATA ENTRY OPERATOR

With
CHAT GPT & AI

BASIC (3 MONTHS)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output
- Introduction To Ms Office
- Introduction To Ms Word
- Introduction To Ms Excel
- Introduction To Ms- Power Point
- Introduction To Ms- Access
- Introduction To Internet



ADVANCE EXCEL (2 MONTHS)

- 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
- Cafe Bill
- V Lookup
- H Lookup
- Salary & Attendance Sheet
- All Formula
- Data Analytics
- Pivot Table
- Data Lookup
- Data Cleaning
- MIS Reporting
- ESSENTIAL Short-Cuts



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

TYPING (1 MONTHS)

- News Paper
- Book Typing
- Basic Lessons
- Exam Typing
- Typing Master
- Internet Websites
- English + Hindi Typing



| | | |
|------------------------|---|----------------------------|
| COURSE DURATION | : | 6 Months |
| TOTAL FEES | : | 9,999/- |
| ONE TIME FEES | : | 8,999/- |
| EMI PAYMENT | : | 5000/- (2 Times) |
| MONTHLY FEE | : | 1500/- (Per Months) |