



## Syllabus: Certificate in Data Entry Operator (CDEO)

- **Duration:** 3 Months
- **Eligibility:** 10th Pass

### Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

### Course Syllabus

This course is designed to develop professional typing skills and mastery over data management tools required for office administration and back-office operations.

#### Module 1: Keyboard Mastery & Typing Skills

- Touch Typing Technique: Home row, Top row, and Bottom row mastery.
- Numeric Keypad Training: Data entry for accounting and figures.
- Typing Speed Enhancement: Target 30-35 WPM with 95% accuracy.
- Multilingual Typing: Introduction to regional language typing (if applicable).

#### Module 2: Advanced Word Processing (MS Word)

- Document Creation: Letters, Memos, Reports, and Newsletters.
- Mail Merge: Creating bulk labels, envelopes, and personalized letters.
- Tables & Templates: Designing professional forms and data tables.
- Proofreading Tools: Spell check, Thesaurus, and Grammar tracking.

#### Module 3: Spreadsheet & Data Management (MS Excel)

- Data Entry Basics: Cell formatting, Auto-fill, and Data Validation.
- Formulas & Functions: Sum, Average, Count, IF statements, and VLOOKUP basics.
- Sorting & Filtering: Handling large datasets and creating Pivot Tables.
- Charts & Graphs: Visualizing data for presentations.

## Module 4: Online Data Entry & Office Ethics

- Online Forms: Working with Google Forms, SurveyMonkey, and CRM entry.
- Internet Research: Speed searching and data extraction from web sources.
- Digital Hygiene: Organizing cloud folders (Drive/OneDrive) and File Conversion (PDF/OCR).
- Office Ethics: Data confidentiality, punctuality, and accuracy standards.

*This syllabus is a property of Axomtech Skill Education Council.*

