

**THE FUTURE TRACK**

**COMPUTER EDUCATION**

# DATA

**ENTRY Course**



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# DATA ENTRY

## MICROSOFT EXCEL

- Introduction to Microsoft Excel
- How to Work in Excel and Use Basic Formulas
- Use Clipboard Like a Pro
- Organize Rows, Columns, and Worksheets
- Data Entry Like a Pro
- Create Your Own Custom Lists
- How to Make Your Excel File Password-Protected
- How to Create a Backup File
- Using the SUM Formula
- How to Use Skip Blanks in Excel
- Subtract, Multiply, Divide, and Calculate Percentages
- Use of Number Formatting in Excel
- Conditional Formatting
- How to Sort and Filter Data
- Using Find and Replace & GoTo
- How to Use the Status Bar
- Freeze Panes Option
- Split Window Functionality
- Using the Fill Option
- How to Add Header and Footer
- Most Important Keyboard Shortcuts in Excel
- Complete Page Setup and Printing Options

## MICROSOFT POWERPOINT

- Introduction to Microsoft PowerPoint
- How to Create a New Slideshow
- Add Transitions to Slides
- Text Animation in PowerPoint
- Add Animations to PowerPoint

# DATA ENTRY

- Create Custom Animations
- Record Slide Show as a Video

## Microsoft Word

- Introduction to Microsoft Word
- Use the Clipboard Group in the Home Tab
- Text Formatting in Microsoft Word
- Using Mail Merge in Word
- Creating and Formatting Tables
- Check Spelling and Grammar
- Insert Pictures into Word Documents
- Sort, Paragraph, Bullet, and Number Lists
- Chi-square Test
- Linear Regression

## Typing

- English Typing - Lesson 1
- English Typing - Lesson 2
- Hindi Typing - Lesson 1
- Hindi Typing - Lesson 2

