



Certified Data Entry Operator VS-1014

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Data Entry Operator

Certification Code VS-1014

Vskills Certification in Data Entry assesses the candidate as per the needs of organization for data entry operators, which is to enter data into a computer and operate a variety of general office use software for the purpose. The certification tests the candidates on various areas which include methods to ensure correct and fast data entry and usage of MS-Office software.

Why should one take this certification?

If you are working as a data entry operator and are looking for a new job or promotion or simply more responsibility, then you can take this certification and prove your skills and knowledge to the employer. It works as an added qualification on your CV and improves your chances of getting the desired role.

Who will benefit from taking this certification?

Job seekers looking to find employment as data entry operator can benefit from this certification, students generally wanting to improve their skill set and make their CV stronger can benefit and existing employees looking for a better role to prove their employers the value of their skills through this certification will benefit from this certification exam.

Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%); There is no negative marking in this module.

Fee Structure:

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Data Entry Operator

Vskills Certified Data entry Operator might find employment in all kind of companies, big or small, since Data entry is a crucial part of any organization. Many companies contact us on a regular basis, and we forward them a list of our certified candidates, and the candidates are highly in demand.

Table of Content

1. Computer Appreciation

- 1.1. Introduction - What is Computer?
- 1.2. Commonly Used Computer Terms
- 1.3. Basic Operations of a Computer - Input, Process and Output
- 1.4. Representation of information
- 1.5. Input, Output and Storage Devices

2. MS-DOS

- 2.1. What is DOS?
- 2.2. How is MS-DOS organized?
- 2.3. File naming rules
- 2.4. DOS Commands

3. Windows-XP

- 3.1. Windows Basics
- 3.2. The User Interface
- 3.3. Windows Accessories

4. MS-Word 2003

- 4.1. MS- Word Window Elements
- 4.2. File Management
- 4.3. Using the Interface
- 4.4. Editing Text
- 4.5. Viewing Options
- 4.6. Insertion Options
- 4.7. Formatting Document

5. MS-Excel 2003

- 5.1. Worksheet Basics
- 5.2. File Management
- 5.3. Working with workbooks
- 5.4. Menus and toolbars
- 5.5. Editing data
- 5.6. AutoFill
- 5.7. Viewing Options
- 5.8. Formatting Cells

6. Miscellaneous Topic

- 6.1.Virus
- 6.2.Data Processing Concepts
- 6.3.Networking Concepts

7. English Keyboard

- 7.1.Key layout
- 7.2.Finger mapping
- 7.3.Paragraphing
- 7.4.Syllabification of Words
- 7.5.Punctuation Rules

Sample Questions

1. What is BIT?

- A. Bachelor in IT
- B. Binary Digit
- C. Bangalore IT park
- D. Another name for piece

2. DIR command of ms-dos is an?

- A. External command
- B. Internal command
- C. Both of above
- D. None

3. 1 MB equals

- A. 1000 KB
- B. 1024 GB
- C. 1024 bytes
- D. 1024 KB

4. What is FAT?

- A. Obese
- B. Falcon Technique
- C. File Allocation Technique
- D. File Allocation Table

5. Which key is mapped to right hand thumb?

- A. Right Shift
- B. 'p' key
- C. Enter Key
- D. Space Bar

Answers: 1 (B), 2 (B), 3 (D), 4 (D), 5 (D)

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

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