



CIN  
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## INSTITUTE OF TECHNOLOGY & MANAGEMENT

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## Certificate in Data Entry

Duration: Three Months

### Module 1: Operating System

1. Fundamentals
2. MS-DOS
3. MS-Windows 7



Windows 7™

### Module 2: Office Package 2007 / 2010

1. MS-Word
2. MS-Excel
3. MS-PowerPoint

### Module 3: Information Technology

1. Internet
2. Software Installation
3. Scanning & Printing

### Module 4: Assignment / Project / Practical



Microsoft®  
**Office 2007**

