Domestic Data Entry Operator

- **Computer Fundamental**

  What is computer, computer system, major parts of the computer, major parts of the computer, software, types of software, types of computer?

- **Windows**

  Desktop overview, taskbar, start menu, desktop icons, desktop settings, drives, folders and files, file management, getting help, customizing windows, printing, basic windows xp operations with keystrokes.

- **Microsoft Word**

  Writing your document, changing fonts, changing font size, entering your text, correcting mistakes, aligning text on the page, altering line spacing, changing the look of your text, saving your work, working with selected text, ,selecting the text, cut copy and paste, making multiple copies and the clipboard, drag and drop, further formatting, bulleted and numbered lists, correcting spelling and grammar, closing a document, opening an existing document, starting   new, document, printing using help and the get started tab, where to go next.

- **MICROSOFT EXCEL**

  Opening Microsoft excel on a pc, saving initially, saving later, three commonly used , tabs, working with cells, changing an entry within a cell, cut, copy, and paste, formatting cells, formatting rows and columns, adding rows and columns, working with charts, chart design, pictures, creating functions, printing, undo and redo, quitting

- **Microsoft Access**

  Creating a database, understanding the views, setting a primary key, entering data in a table, input masks, navigating records, sorting records in a table, queries, defining criteria in the query, creating a form using the forms wizard. Reports

- **Basic Networking**

  Computer network, computer network, categories of network, the OSI model, Fast Ethernet, token ring, FDDI, protocols, TCP/IP networks, network cables, network topologies, IP addressing

- **Internet**

  What is internet?, ISP, browsers, search engine,

- **Typing**

  How to type fast, touch typing, tips for increasing speed

Maintain a healthy, safe and secure working environment
- Safety signs & colour at work
- Causes for accidents
- Safe attitudes
- Sign categories
- Sign types
- Safe lifting and carrying techniques
- Causes of injury
- Types of injury and methods to prevent them
- Points that make an object/load difficult to carry
- Preparation before lifting or shifting heavy loads
- Correct body posture
- Fire and fire extinguishers
- Controlled and uncontrolled fire
- Preventing fire, controlling and extinguishing fire
- Fire extinguishers types
- General procedure to be adopted in the event of a fire
- Hazard identification
- Risk assessment and risk control
- Common hazards at office
- Workstation layout and ergonomic guideline
- Signs and symptoms of injury, aches and pains
- Suggested workstation dimensions and adjustment ranges
- Chair position, rearrange your workstation layout
- General office safety
- Types of office accidents
- Hazards from electrical equipment
- Emergency action plan.