

# Kwickprep NIOS Data Entry Operations

**KWICKPREP NIOS DATA ENTRY OPERATIONS:  
A COMPREHENSIVE COURSE COVERING  
ESSENTIAL COMPUTER SKILLS, WORD  
PROCESSING, SPREADSHEETS, DATABASES,  
PRESENTATIONS, AND INTERNET USAGE.**

Course Led By

**Kajal Mehta**

MCA

20+ Years of Experience

Hello Student,

**Kwickprep** was designed for busy students like you who may not have the time to read thick textbooks or memorize details of Informatic Practice. Our platform offers effective preparation strategies to help you prepare for Informatic Practice exams. we're India's leading online Informatic Practice education service in India recognized and certified under **Startup India**.

We're committed to providing quality education that's accessible, effective, and efficient. We're here to support you in your studies and help you excel in Informatic Practice.

Regards,  
**Team Kwickprep**  
[www.kwickprep.com](http://www.kwickprep.com)



## NIOS Computer Science



Live Online Sessions\*



Doubt Solution Classes.

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Visit [www.kwickprep.com](http://www.kwickprep.com) OR  
Call Us on + 91 97255 25791

[www.kwickprep.com](http://www.kwickprep.com)

\* Session varies from 60 Minutes to 90 Minutes.

## Following chapters will be covered

- Basics Of Computer
- Operating System
- Basics Of Word Processing
- Formatting Documents
- Mail Merge
- Basics Of Spreadsheet
- Formatting Worksheets
- Formulas, Functions, And Charts
- Basics Of Database
- Creating Queries
- Form And Report
- Creating Presentation
- Introduction To Internet

# Voices of Success

Student Love us and Here is what they said:



Ratings are based on our internal feedback management system.

# Meet your online educator



## KAJAL Ma'am

Kajal Mehta(MCA) is a computer science educator in secondary and Higher secondary classes with 20+ years of experience in Teaching Computer Science.

## WHY KWICKPREP?

Kwickprep is a leading online education platform that helps students prepare for computer science exams by offering live online education, structured study materials, assignments, solutions, and revision support under the guidance of experienced tutors. Our services are specifically designed for busy students who may struggle to find the time to read through lengthy textbooks and memorize details. We understand the challenges students face when trying to comprehend complex concepts and theories in computer science while also focusing on other subjects, which is why we offer structured, simplified materials and support to make the learning process easier. Your Kwickprep is recognised by start-up India(ministry of commerce and industry, Government of India).



**kwickprep**<sup>TM</sup>

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