**HARTRON DEO Syllabus || Check Data Entry Operator Exam Pattern @ hartron.org.in**

**HARTRON DEO Exam Pattern**

|  |  |
| --- | --- |
| **SI.NO** | **Name of the Topics** |
| 1 | MS Office |
| 2 | Internet, HTML/DHTML |
| 3 | Windows & Computer Fundamentals |
| 4 | Networking |

**HARTRON DEO Syllabus**

**MS Office Syllabus**

* Word
* Excel
* PowerPoint
* Windows Explorer

**Internet Syllabus**

* Firefox
* Browsers
* Options and Settings

**Windows & Computer Fundamentals Syllabus**

* Drives
* Concept of Multimedia
* File Management basics
* Lock your computer
* Hardware
* Software
* Setting & Protection of Computer Room and Computer
* Concept of E-mail / Internet / Extranet, World Wide Web (WWW)
* Number System
* IT Policy of Nepa

**Networking**

* Introduction to computer
* Basic Networking concepts
* Inside the PC
* Introduction to various networking devices
* Network basic and configuration
* Introduction to servers and network Security