Data Entry Operator

SYLLABUS

Reasoning (25 MARKS): - Similarities and Differences, Space Visualization, Problem Solving, Analysis, Judgment, Decision Making, Visual Memory, Relationship Concepts, Figure Classification, Arithmetical Number Series, on-Verbal Series, Arithmetical Computation, Analytical Functions etc.

Quantitative Aptitude (25 MARKS): - Number Systems, Computation Of Whole Numbers, Decimals And Fractions And Relationship Between Numbers, Fundamental Arithmetical Operations, Percentages ,Ratio And Proportion ,Averages , Interest , Profit And Loss ,Discount ,Use Of Tables And Graphs , Mensuration ,Time And Distance ,Time And Work, Etc.

English (25 MARKS): - Synonyms, Antonyms, Passage completion, Reading comprehension, Fill in the blanks, Sentence corrections, Para jumbles, Vocabulary, Grammar Corrections, Active Passive voice, Indirect Direct speech etc**.**

General Awareness+ Computer Knowledge (25 MARKS):- Current Affairs – National & International, Current events, Important Days, Sports and Games, Abbreviations, Bihar G.K, DBMS, MS Office, MS Word, MS Excel, MS PowerPoint, Windows, The Internet, hardware & software