Program name	Duration:	Trainee entry level
3 Data Entry and Word Processing Course	6 months 240 training hours	At least primary school

Program description;

The Data Entry and Word Processing course aims to prepare trainees to acquire basic and advanced skills in data entry quickly and accurately, in addition to the efficient use of word processing programs, most notably Microsoft Word. This course is ideal for job seekers in secretarial, customer service, and administrative fields, or for those seeking to improve their office skills.

The general objective of the program:

Learn the principles of rapid typing (in both Arabic and English).
- Learn data entry and formatting techniques.
- Master the use of Microsoft Word for word processing.
- Acquire skills in formatting documents, creating tables, and inserting images and symbols.
- Prepare reports and official correspondence.
- Save and print documents professionally.

Detailed Program Objectives:

First: Data Entry
- Definition of data entry and its types.
- Touch typing skills.
- Training in speed and accuracy.
- Efficient keyboard usage.
- Practical exercises on entering various types of data (text, numbers, symbols).

Second: Word Processing Using Microsoft Word
- Program interface and basic tools.
- Opening and saving documents.
- Formatting fonts and paragraphs.
- Creating and formatting tables.
- Inserting images, symbols, and links.
- (Preparing pages for printing) margins, orientation,
- Spelling and grammar checking.
- Using templates and forms.
- Creating indexes and automatic headings.