

# Training on Data Entry



Training Duration  
4 Weeks

## Training Objective

Data entry is the act of transcribing some form of information into another medium, usually through input into a computer program. Forms of data that people might transcribe include handwritten documents, information on spreadsheets, sequences of numbers, as well as computer code and even names and addresses. Some careers are exclusively involved in data entry, while certain workers, like programmers, might have to occasionally enter data while performing other tasks.

## Targeted Audience

Anyone can join this group who think they are good typists, especially those who are also excellent at 10-key typing, are often qualified for data entry positions. Most companies that hire people for this work have requirements for Keystrokes Per Minute (KPM), with a high degree of accuracy. People having less typing speed may also join to enhance it and make their way in this field.

## Training Content

- What is data entry?
- Data entry in different software?
- Basic use of MS Excel
- Online Data Entry
- Offline Data Entry
- Image Entry
- Book Entry
- Card Entry
- Hand written Entry

## Expected Outcomes

Participants will be able to

- Secure a job as data entry operator in a company or can opt for online data entry jobs.
- Understand data entry concept
- Enter any type of data with accuracy and less number of mistakes

Contact us

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