



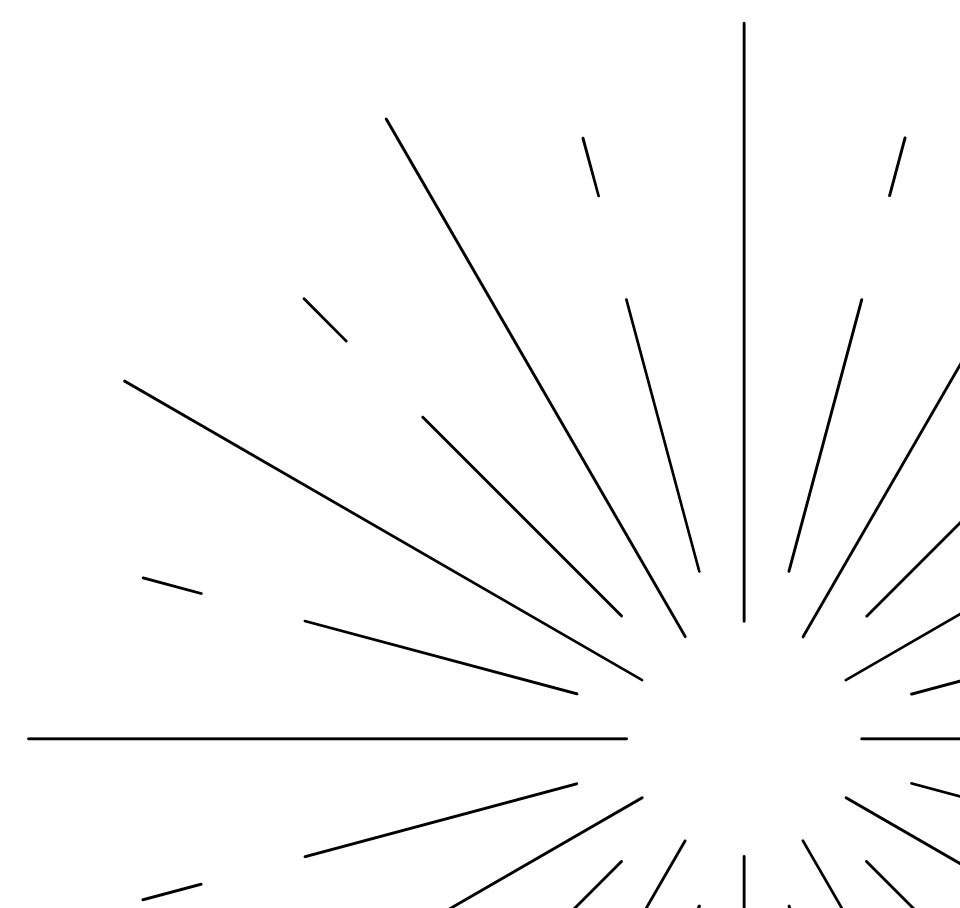
# **Data Entry Masterclass - The Complete 10 day Course**

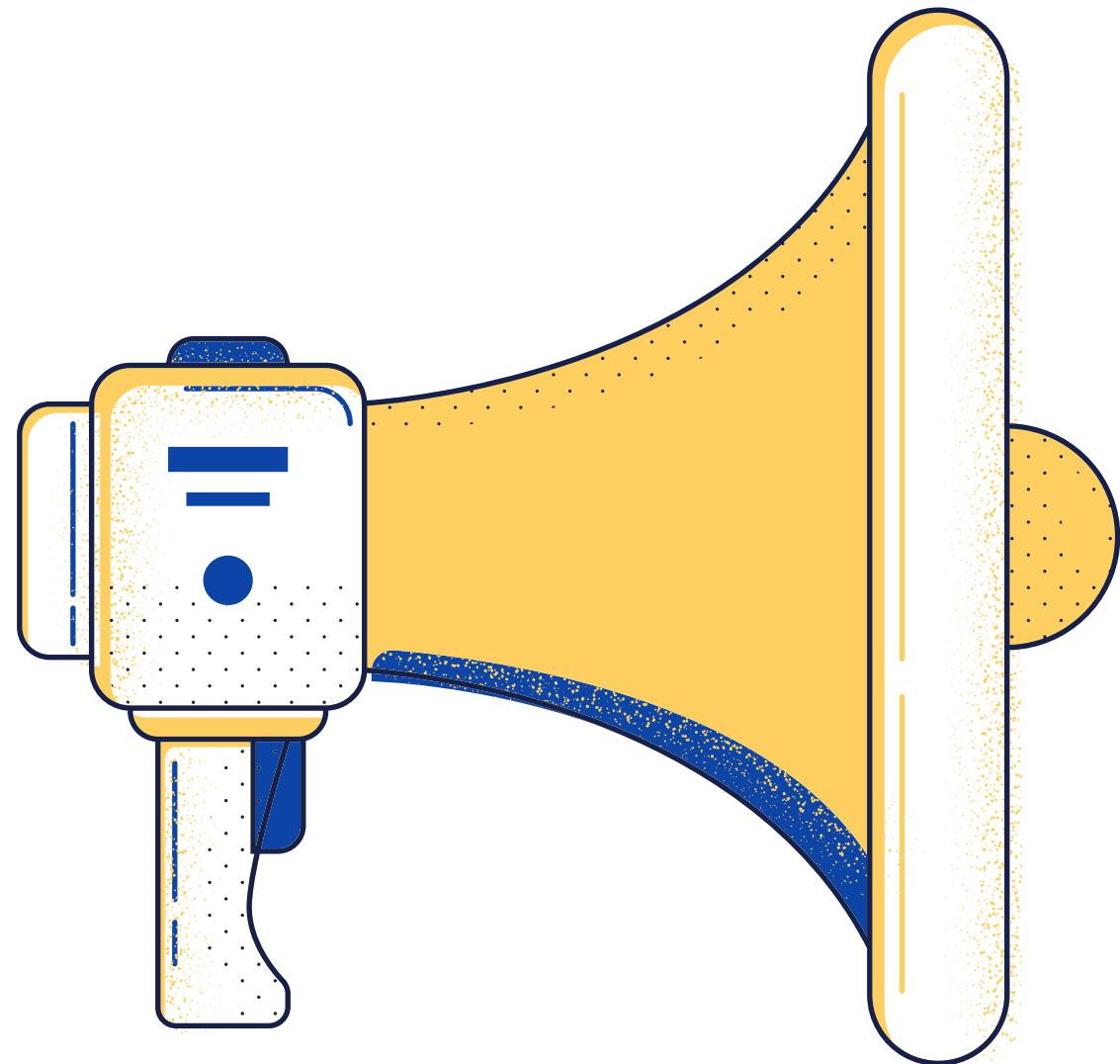
by George Smarts

# What will you learn in this course?

## Course Modules

- |        |                                       |
|--------|---------------------------------------|
| Day 1  | The Basics of Data Entry              |
| Day 2  | Top 5 essential data entry skills     |
| Day 3  | Master MS Excel for Data Entry        |
| Day 4  | Master MS Word for Data Entry         |
| Day 5  | Master Google Sheets for Data Entry   |
| Day 6  | ChatGPT and Perplexity for Data Entry |
| Day 7  | Data Quality for Data Entry           |
| Day 8  | How to find a Remote Data Entry job   |
| Day 9  | How to get freelance Data Entry jobs  |
| Day 10 | Let's Actually Do It                  |





# Download the course resources

**Main Resource - PDF Presentation file with all lessons**

**Other resources - additional files/resources provided in various lessons**



# DAY 1 - THE BASICS OF DATA ENTRY

Let's understand  
what a Data  
Entry is!

# What is Data Entry and Data Entry job?

Data entry is the process of inputting, updating or formatting information into a computer software application or database.

A data entry job is a type of employment where individuals are responsible for inputting, updating, and maintaining various types of data into a computer software or database.



# Types of Data Entry tasks?

1. Typing text or numerical data into a computer application.
2. Transcribing handwritten or printed documents into a computer.
3. Updating and maintaining databases with current information.
4. Verifying and correcting data to ensure accuracy.
5. Sorting and organizing data.
6. Importing and exporting data between different software or databases.
7. Scanning documents or images and converting them into computer formats.
8. Compiling and summarizing data from various sources.

# Type of Data Entry jobs

Job Title	Description
<b>Data Entry Clerk</b>	This is a general role where you input, update, and maintain data in databases and spreadsheets.
<b>Administrative Assistant</b>	Many administrative positions involve data entry tasks, such as updating records, managing databases, and handling basic bookkeeping.
<b>Customer Service Representative</b>	Some customer service roles involve data entry to update customer information, process orders, and manage inquiries.
<b>Accounting Assistant</b>	In this role, you might be responsible for entering financial data, processing invoices, and maintaining financial records.
<b>Medical Records Clerk</b>	In healthcare settings, you could be responsible for entering and updating patient information in electronic health records.
<b>Inventory Clerk</b>	Businesses often require individuals to manage inventory databases, updating stock levels, and tracking product information.
<b>Research Assistant</b>	Some research positions involve data entry tasks, such as entering survey responses, compiling research data, and maintaining databases.
<b>Virtual Assistant</b>	As a virtual assistant, you might handle various administrative tasks, including data entry, for clients remotely.
<b>Transcriptionist</b>	Transcription jobs involve converting spoken language into written form, which often requires accurate and fast typing skills.
<b>Freelancer</b>	Platforms like Upwork and Freelancer offer various data entry projects that you can take on as a freelancer.

# 6 REASONS WHY AI WILL NOT END DATA ENTRY CAREERS

1

Complexity of Data Entry Tasks

2

Data Quality Assurance

3

Adaptability to Unstructured Data

4

Integration with Legacy Systems

5

Cost and Accessibility

6

Human Interactions and Customer Service



# WHY DATA ENTRY IS A GREAT CAREER CHOICE

- 1 Entry-level Opportunities
- 2 Location Independence
- 3 Flexibility
- 4 Variety of Industries
- 5 Part-Time Opportunities
- 6 You can build a business from it





# DAY 2 - TOP 5 ESSENTIAL DATA ENTRY SKILLS

Let's find out the  
key skills for  
success in a Data  
Entry career

# Top 5 Essential Data Entry Skills

1. Typing Technique and Speed Improvement

- Efficiency and Productivity
- Meeting Deadlines
- Reduced Fatigue

2. Accuracy and Attention to Detail

- Data Quality
- Minimizing Costly Mistakes/Client Trust
- Compliance and Regulations

3. Understanding Data Formats

- Efficient Data Processing
- Integration with Systems
- Customization and Optimization

4. Data Entry Software and Tools

- Workflow Streamlining
- Automation Opportunities
- Error Detection and Correction

5. Communication Skills - Verbal and Written

- Clarifying jobs
- Collaboration with Teams
- Client Interaction

# Data Formats

Text Format

- Plain text files (.txt)
- CSV (Comma-Separated Values) files (.csv)

Document Formats

- Microsoft Word documents (.doc, .docx)
- PDF files (.pdf)
- Rich Text Format (RTF) files (.rtf)

Spreadsheet Formats

- Microsoft Excel spreadsheets (.xls, .xlsx)
- OpenDocument Spreadsheet (.ods)
- CSV for tabular data (.csv)

Image Formats

- JPEG (.jpg, .jpeg)
- PNG (.png)
- GIF (.gif)

Audio and Video Formats

- MP3 (.mp3)
- WAV (.wav)
- MP4 (.mp4)

Database Formats

- SQL databases (e.g., MySQL, PostgreSQL)
- NoSQL databases (e.g., MongoDB, Cassandra)

# SOFTWARE AND TOOLS TO LEARN

01

Microsoft Excel

02

Microsoft Word

03

Google Spreadsheets

04

OCR Tool - Adobe Acrobat

05

Online Form Builders

06

AI Tools - ChatGPT

# HOW TO IMPROVE YOUR VERBAL COMMUNICATION SKILLS

01

Practice Active Listening

02

Engage in Conversations

03

Public Speaking

04

Receive and Act on Feedback

05

Body Language Awareness

# HOW TO IMPROVE YOUR WRITTEN COMMUNICATION SKILLS

01

Read Regularly

02

Write Regularly

03

Grammar and Style Guides (APA, MLA)

04

Editing and Proofreading

05

Professional Email Etiquette



# **Day 3 -**

# **Master MS Excel**

# **for Data Entry**

Let's learn how  
to use MS Excel  
for data entry

# WHY YOU NEED TO LEARN MS EXCEL

01

Widely used across industries

02

Employer expectations

03

Freelance job opportunities

04

Expand skillset and income

05

MS Excel features

# **LIVE PRACTICAL LESSONS OF EXCEL**

# 5 REAL EXCEL DATA ENTRY FREELANCE JOBS

01

Go over the actual freelance job posting

02

Show you how the actual job is done

03

You practice with the provided excel file

## Simple copy and paste from a webpage to excel

Posted 2 hours ago  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile](#).

Hi dear freelancers.

I need a large data extracted from a website into an excel or google sheet which is already formatted and you just have to copy and paste items from webpage into the appropriate column. I need someone who may not have a lot of experience but can manage and execute this task perfectly and provide a fast and accurate output. If you have relevant skills to complete the specified task then send your proposal so we can discuss on it further. Thanks.

 Less than 30 hrs/week  
Hourly

 3 to 6 months  
Project Length

 Entry level  
I am looking for freelancers with the lowest rates

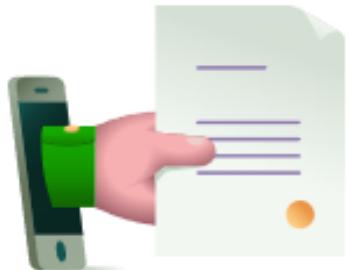
# MS Excel - Data Entry Job 1

## Plain Data Entry

 \$5.00 - \$15.00  
Hourly

### Contract-to-hire opportunity

This lets talent know that this job could become full time.  
[Learn more](#)



Project Type: Ongoing project

### Skills and Expertise

Data Entry

Microsoft Excel

Accuracy Verification

## Data Hunting

Posted yesterday  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile](#).

I need 500 leads  
Company details only  
Location USA

 More than 30 hrs/week  
Hourly

 3 to 6 months  
Project Length

 Entry level  
I am looking for freelancers with the lowest rates

 \$10.00 - \$30.00  
Hourly

Project Type: Ongoing project

## MS Excel - Data Entry Job 2

### List Building

Restaurants focus(name, type, address, telephone, website)

From: tripadvisor palo alto restaurants

### Skills and Expertise

Data Mining

Data Entry

Data Scraping

Microsoft Excel

Data Analysis

Company Research

Contact List

## Data Entry Specialist Needed for Excel Spreadsheet Formatting

Posted yesterday  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile](#).

We are seeking a skilled data entry specialist to assist with formatting an Excel spreadsheet. The task involves restructuring data in an existing spreadsheet to meet specific formatting requirements.

### Responsibilities:

Review the provided Excel spreadsheet containing customer data.  
Identify rows with multiple addresses and split them into new rows while keeping other information intact.  
Ensure accuracy and consistency in data entry.  
Complete the task within the specified deadline.

### Requirements:

Proficiency in Excel and data entry.  
Attention to detail and accuracy.  
Ability to follow instructions closely.  
Prior experience with data formatting or similar tasks preferred.

### Additional Information:

The provided Excel spreadsheet contains customer information, including names, contact details, and multiple addresses. The task involves splitting rows with multiple addresses into new rows to maintain a standardized format.

The freelancer will work remotely and should have access to a computer with Excel software installed.  
If you have the required skills and are available to start immediately, please submit your proposal. Include your relevant experience, estimated time to complete the task, and any questions you may have.

We look forward to reviewing your proposals and finding the right freelancer for this project. Thank you for your interest!

 Less than 30 hrs/week  
Hourly

 Less than a month  
Project Length

 Intermediate  
I am looking for a mix of experience and value

 \$3.00 - \$25.00  
Hourly

## Data Entry with Excel and PDF

Posted 3 hours ago  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile](#).

We are seeking a highly efficient and detail-oriented Data Entry Specialist with excellent Excel and PDF skills to join our team. The ideal candidate will have a strong understanding of data management and be proficient in using Excel and working with PDF files. Your main responsibilities will include entering data accurately and efficiently, organizing and sorting data in Excel spreadsheets, and converting PDF files into editable formats. The ability to work independently and meet deadlines is essential. If you have a keen eye for detail and possess strong organizational and communication skills, we would love to hear from you.

### Skills required:

- Data entry
- Microsoft Excel
- PDF conversion
- Attention to detail
- Organizational skills
- Communication skills

# MS Excel - Data Entry Job 4

## PDF to Excel

 Less than 30 hrs/week

Hourly

 Less than a month

Project Length

 Intermediate

I am looking for a mix of experience and value

 \$15.00 - \$35.00

Hourly

Project Type: One-time project

### Skills and Expertise

Data Entry

Microsoft Excel

Accuracy Verification

Administrative Support

Google Docs

## List building for personal care brand

Posted yesterday

 Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

Seeking a discerning list-builder to build out our excel spreadsheet of wholesale clients to reach out to. We will send a template for you to use and reach out.

### About you

- You understand our brand and after seeing references, can seek out aligned stores we're seeking.
- You're thorough in your research and make sure that the brands are a) stocking similar products b) brand-appropriate
- You go for quality over quantity
- You follow a brief to the tee

# MS Excel - Data Entry Job 5

## Research, List Building and Data Compilation

 Less than 30 hrs/week  
Hourly

 Less than a month  
Project Length

 Intermediate  
I am looking for a mix of experience and value

 \$12.00 - \$15.00  
Hourly

Project Type: One-time project

### Skills and Expertise

Data Entry

Lead Generation

Company Research

Microsoft Excel



# **Day 4 -**

# **Master MS Word**

# **for Data Entry**

Let's learn MS  
Word for Data  
Entry

# WHY YOU NEED TO LEARN MS WORD

- 01 Common Industry Tool
- 02 More job opportunities
- 03 Mail Merge for Bulk Data Entry
- 04 Integration with Other MS Office Applications
- 05 Document Review and Comments

# **LIVE PRACTICAL LESSONS OF WORD**



Find Talent ▾ Find Work ▾ Why Upwork ▾ Enterprise

Development & IT AI Services Design & Creative Sales & Marketing Admin & Customer Support More ▾

## Simple copy-paste job for new freelancer

Posted 7 hours ago Worldwide

I am in need of a freelancer who can simply copy and paste text from one document to another. The content will be provided, and the freelancer must accurately and efficiently transfer the text to the desired document. This task is a simple copy paste and requires no research or original writing. The freelancer should have basic computer skills and attention to Detail

# MS Word- Data Entry Job 1

## Copy-paste job to MS Word

Less than 30 hrs/week  
Hourly

< 1 month  
Duration

Intermediate  
Experience Level

\$15.00 - \$32.00  
Hourly

Remote Job

One-time project  
Project Type

### Skills and Expertise

Typing

Data Entry

Microsoft Word

+ 2 more

# MS Word- Data Entry Job 2

## Hand written document to MS Word

Posted 4 weeks ago

### Convert hand written document to word doc

Hourly -Intermediate - Est. time: Less than 1 month, Less than 30 hrs/week

The photo of a hand written document I need converted to word so I can edit it. Just the hand written list, I don't need the form info

[Development & IT](#) [AI Services](#) [Design & Creative](#) [Sales & Marketing](#) [Admin & Customer Support](#) [More ▾](#)

## PDF to Word docs

Posted 18 minutes ago  Worldwide

I have 130 pages PDF book which I need converted into Word doc and need to make 130 separate doc files (one file for each PDF page). I tried using OCR but it missed some characters hence the accuracy of conversion become low so I need someone who can do it manually by copy typing.

# MS Word- Data Entry Job 3

PDF to MS Word

 Less than 30 hrs/week  
Hourly

 3-6 months  
Duration

 Entry level  
Experience Level

 \$5.00 - \$15.00  
Hourly

 Remote Job

 Ongoing project  
Project Type

 Contract-to-hire  
This job has the potential to turn into a full time role

### Skills and Expertise

Microsoft Word

PDF Conversion

+ 4 more

### Activity on this job

Proposals:  Less than 5 Interviewing: 0 Invites sent: 0 Unanswered invites: 0



# **DAY 5 -**

# **Master Google**

# **Sheets Data Entry**

Let's learn  
Google Sheets  
for Data Entry

# WHY YOU NEED TO LEARN GOOGLE SHEETS

01

Expand portfolio of skills and potential jobs

02

Collaboration and Sharing

03

Integration with Google Workspace

04

Accessibility and Portability

05

Data Analysis and Reporting

# **LIVE PRACTICAL LESSONS OF GOOGLE SHEETS**

## Spreadsheet Data Entry

Posted 3 hours ago  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

I need data from one spreadsheet added to another, it is very important that the data is transferred correctly and accurately. The task is fairly simple, you just need to pay attention to the details.

# Google Sheets - Data Entry Job 1

## Plain Data Entry

 Less than 30 hrs/week  
Hourly

 Less than a month  
Project Length

 Expert  
I am willing to pay higher rates for the most experienced freelancers

 \$5.00 - \$15.00  
Hourly

Project Type: One-time project

### Skills and Expertise

Data Entry Microsoft Excel Accuracy Verification  
Google Sheets Database

## Data Entry from ScreenShots

Posted yesterday  Worldwide

I have a large quantity of screenshots from which i need the data transferred to a Google Sheet. The ideal candidate MUST be able to speak english, work quickly and effectively, be able to complete the task ASAP. If this is you, please apply!

 \$20.00  
Fixed-price

 Intermediate  
Experience Level

 Remote Job

# Google Sheets - Data Entry Job 2

Data Entry from screenshots

 Ongoing project  
Project Type

### Skills and Expertise

Data Entry Microsoft Excel

+ 3 more

Activity on this job

## Convert Excel to Google Sheets and use Pivot Table

Posted 3 weeks ago  Worldwide

 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. [Create a specialized profile.](#)

---

Need to convert data in an excel spreadsheet to google sheets. I then need you to be able to use a pivot table in google sheets to sort the data. I will provide the video of what i want done.

---

 Less than 30 hrs/week  
Hourly

 Less than a month  
Project Length

 Intermediate  
I am looking for a mix of experience and value

# Google Sheets - Data Entry Job 3

Data Entry from MS Excel

 \$7.00 - \$25.00  
Hourly

---

Project Type: One-time project

---

### Skills and Expertise

Data Processing Skills

Data Cleaning

Data Entry

Data Processing

Other

Microsoft Excel

Google Sheets



# **Day 6 -**

# **Master ChatGPT**

# **for Data Entry**

Let's learn  
ChatGPT for  
Data Entry

# Importance of AI Tools for Data Entry

1

Efficiency and Time-Saving

2

Accuracy and Error Reduction

3

Enhanced Communication

4

Scalability

5

Stay Competitive

# **DEMO OF CHATGPT AND PERPLEXITY**



# Day 7 - Data Quality for Data Entry

Let's learn why  
Data Quality is  
important for  
Data Entry

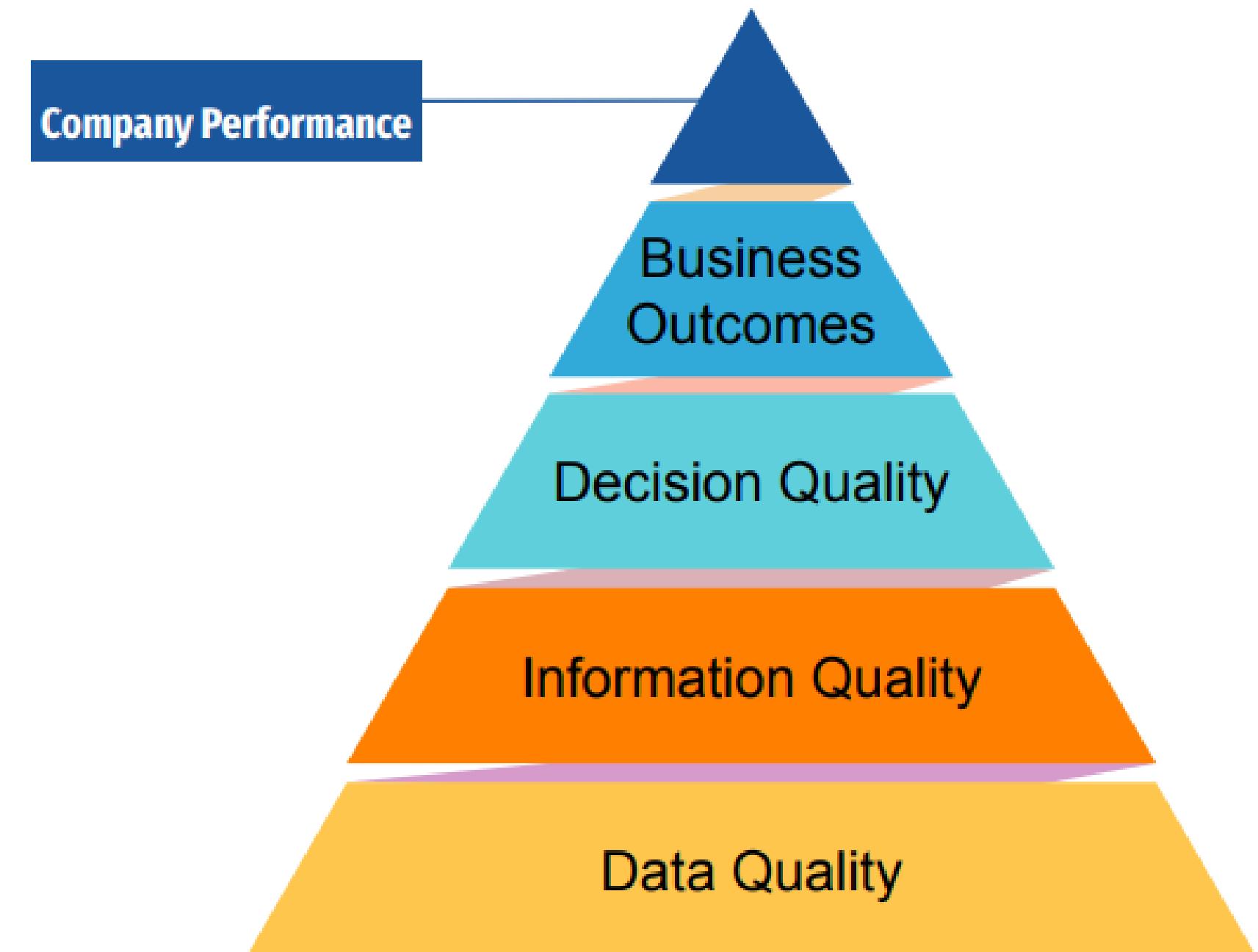
# WHY DATA QUALITY IS IMPORTANT FOR YOUR DATA ENTRY CAREER

- 01 Building trust with your clients/employer
- 02 Reduce rework
- 03 Enhances Your Reputation and Marketability
- 04 More time to spend on enhancing skills
- 05 Keep clients and avoid refunds

# What is Data Quality?

Simple Definition of Data Quality:

*"Data quality is defined by how well a given dataset meets a user's needs. Data quality is an important criteria for ensuring that data-driven decisions are made as accurately as possible"*



# Data error for \$125M

## What Happened?

On September 23, 1999 NASA lost a \$125M Mars Climate Orbiter

## Why it Happened?

Miscalculations due to use of imperial units instead of metric units sent the orbiter off course.

NASA used metric units in their software system  
The spacecraft builder used imperial units

**Note:** According to NASA, the cost of the mission was \$327.6 million



# Data Quality Dimensions



## **DEMO IN EXCEL OF THE DATA QUALITY DIMENSIONS**



# **Day 8 -**

# **How to find a**

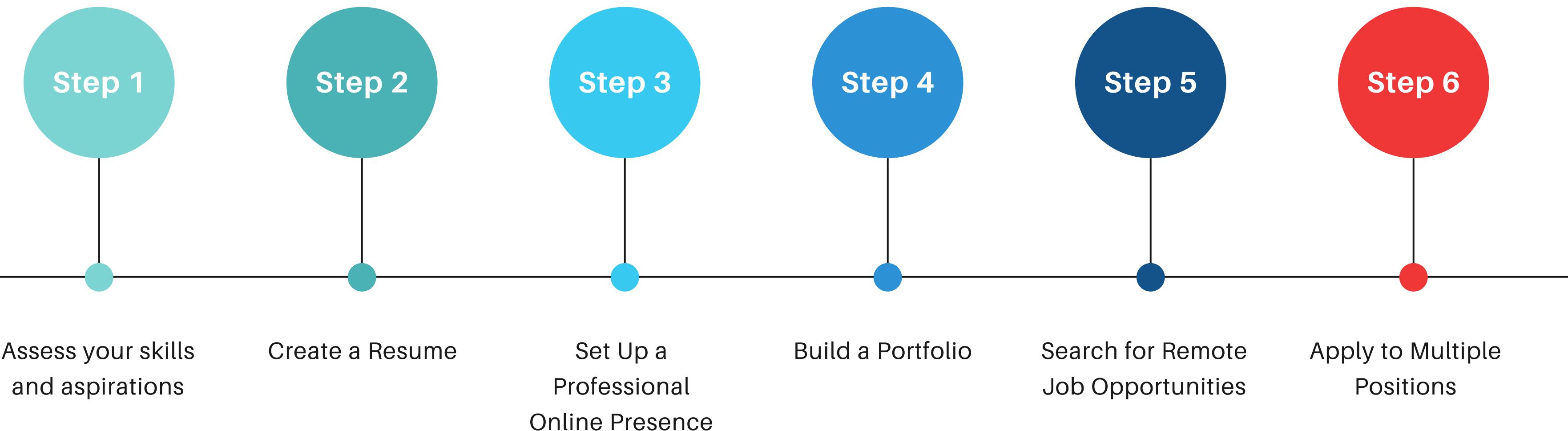
# **Remote Data**

# **Entry job**

Let's learn how  
to get a job

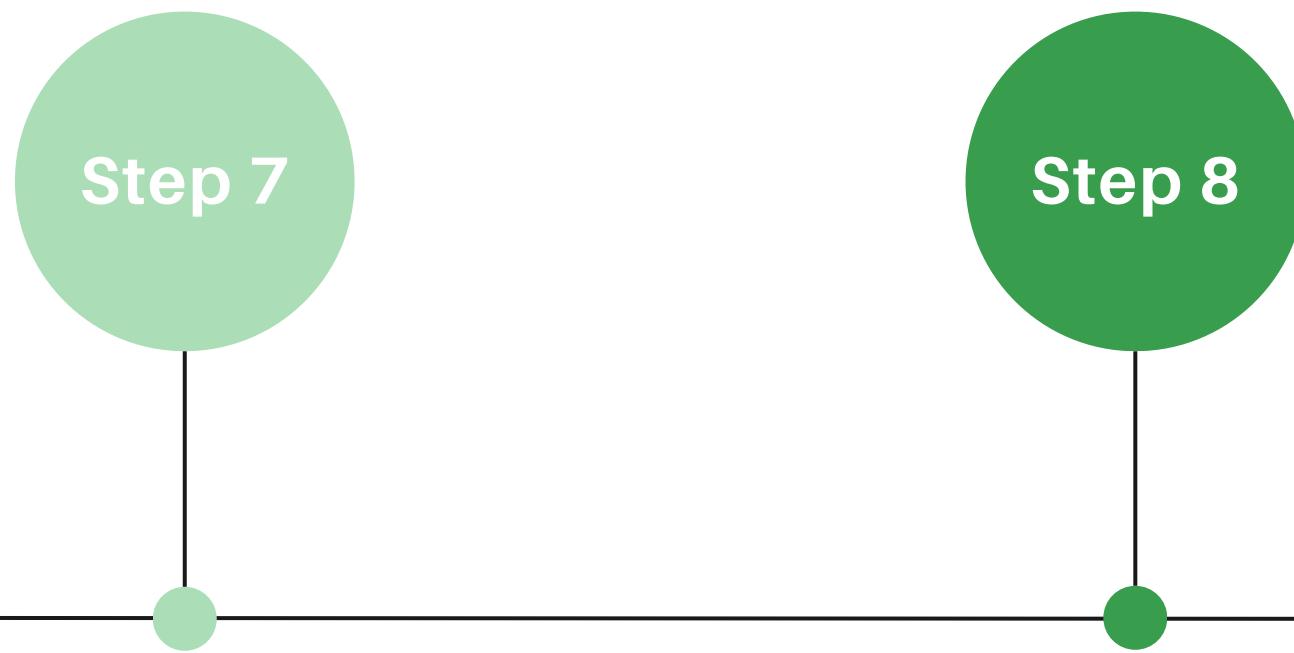
# Getting a Data Entry job

Step by Step



# Getting a Data Entry job

Step by Step



Prepare for  
Interviews

Land your first job  
and keep on  
improving

## WHAT ARE THE PLACES FOR DATA ENTRY JOBS

indeed

LinkedIn

flexjobs

upwork™

# PREPARE FOR THE INTERVIEW

01

Research the Company

02

Understand the Job Requirements

03

Familiarize Yourself with Relevant Software

04

Prepare Questions

05

Practice Common Interview Questions

# 5 WAYS TO INCREASE YOUR INCOME

01

Expand skillset

02

Specialize in Niche Areas

03

Freelance on the side

04

Stay updated on industry trends

05

Change your job

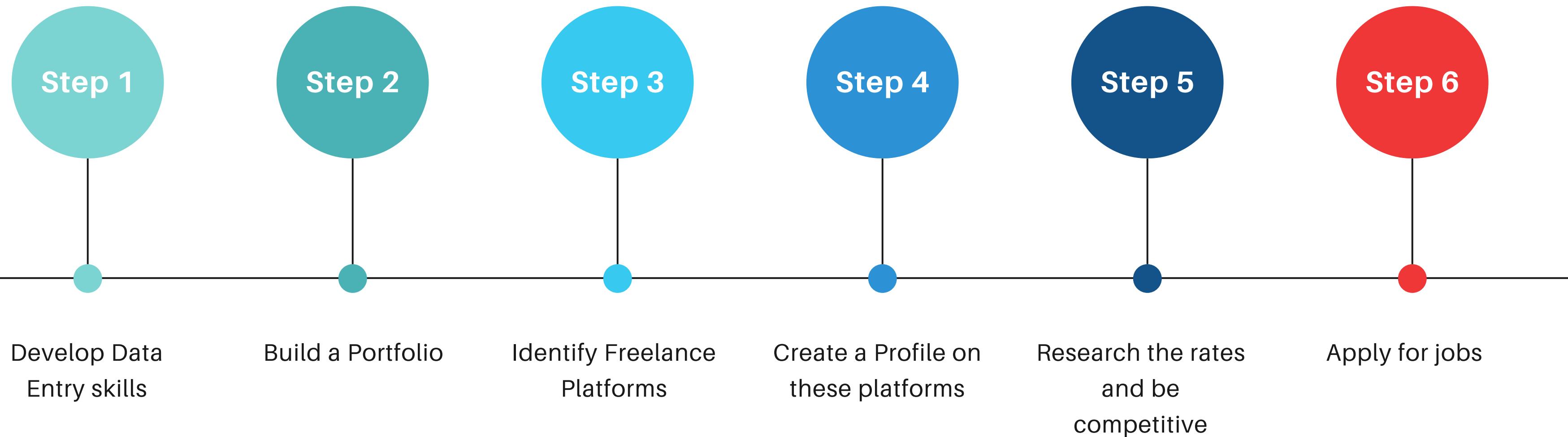


# **Day 9 - How to get Freelance Data Entry jobs**

Let's learn how  
to get freelance  
jobs

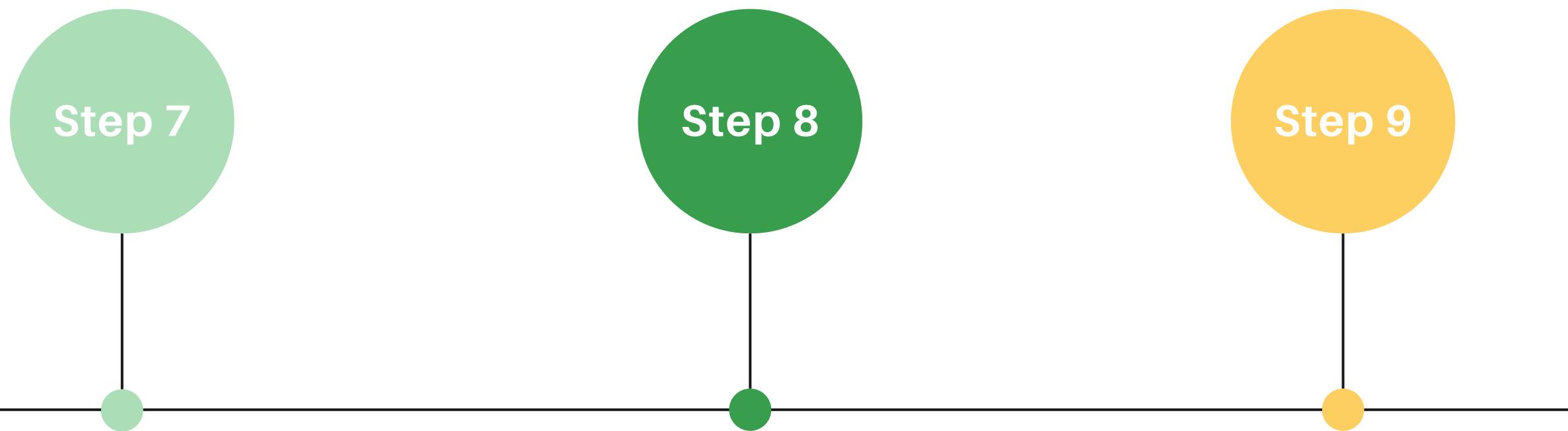
# Get Freelance Data Entry jobs

Step by Step



# Getting a Data Entry job

Step by Step



Do an amazing  
job

Seek Referrals

Continue to improve  
and increase rates

# WHAT ARE THE BEST FREELANCE PLATFORMS



fiverr.



# **CREATING A FREELANCER PROFILE**

Live Demo on Upwork website

# STRATEGIES TO WIN DATA ENTRY JOBS

01

Create a compelling profile

02

Tailor your bid for each project

03

Request Reviews

04

Competitive pricing

05

Don't give up - apply for multiple jobs each day

# EFFECTIVE COMMUNICATION

Review template provided

# MANAGE CLIENT EXPECTATIONS



- 1 Define scope of work
- 2 Set realistic timelines
- 3 Regular Updates
- 4 Underpromise and overdeliver

- 1 Set Clear Expectations from the Start
- 2 Actively listen to feedback
- 3 Document feedback
- 4 Ask for specifics
- 5 Set realistic timelines
- 6 End on a positive note

## Handling Revision and Feedback

Handling revisions and feedback is a crucial aspect of maintaining a positive and productive relationship with clients.

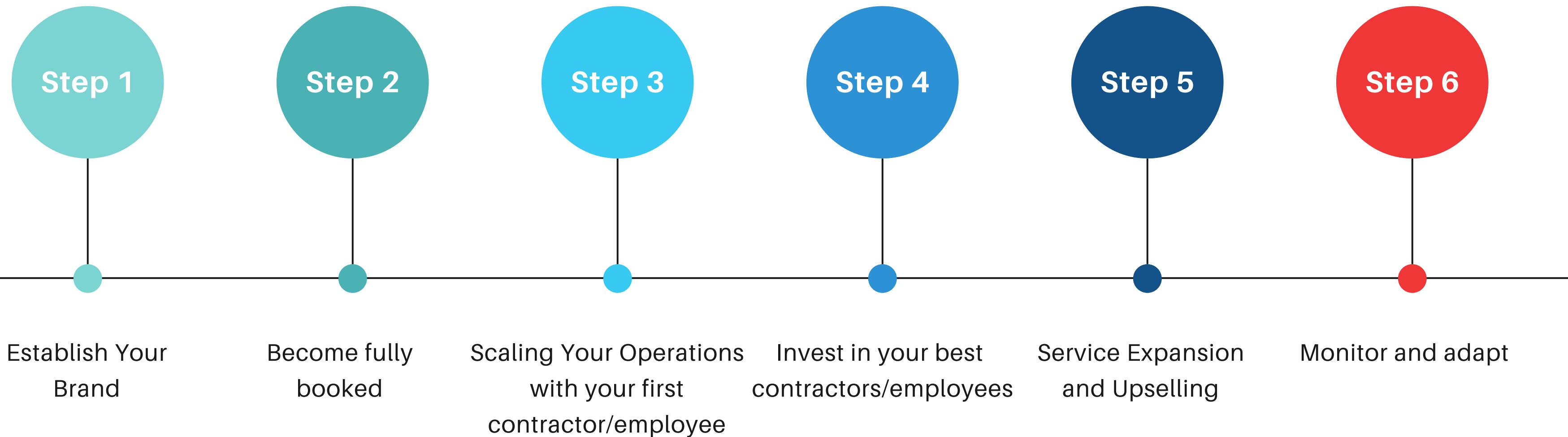


# BUILDING LONG-TERM CLIENT RELATIONSHIPS

- 01 Effective Communication
- 02 Personalization
- 03 Responsiveness and Proactivity
- 04 Exceed Expectations
- 05 Be Open-Minded and Honest

# How to turn this into a business

Step by Step





# Day 10 - Let's Actually Do It!

Let's practice  
the skills we  
learnt

**DOWNLOAD THE CHECKLIST**



# Conclusion

Let's practice  
the skills we  
learnt

## NEXT STEPS

- 01 Practice
- 02 Keep on improving communication skills
- 03 Get your first job
- 04 Explore advanced data entry roles requirements
- 05 Seek career advancement opportunities



**THANK YOU**

