

Data Entry

Updated Study Material

Course Overview

Data Entry involves inputting, updating, and maintaining information in computer systems accurately and efficiently.

Chapter 1: Introduction to Data Entry

Data entry professionals work with text, numbers, and records using computers.

Example: Entering customer details into a spreadsheet.

Chapter 2: Tools for Data Entry

Common tools include MS Excel, Google Sheets, databases, and data entry software.

Example: Using Excel to enter and sort data.

Chapter 3: Accuracy and Speed

Accuracy and typing speed are important to reduce errors and improve productivity.

Practice Questions

1. What is data entry?
2. Name any two tools used for data entry.