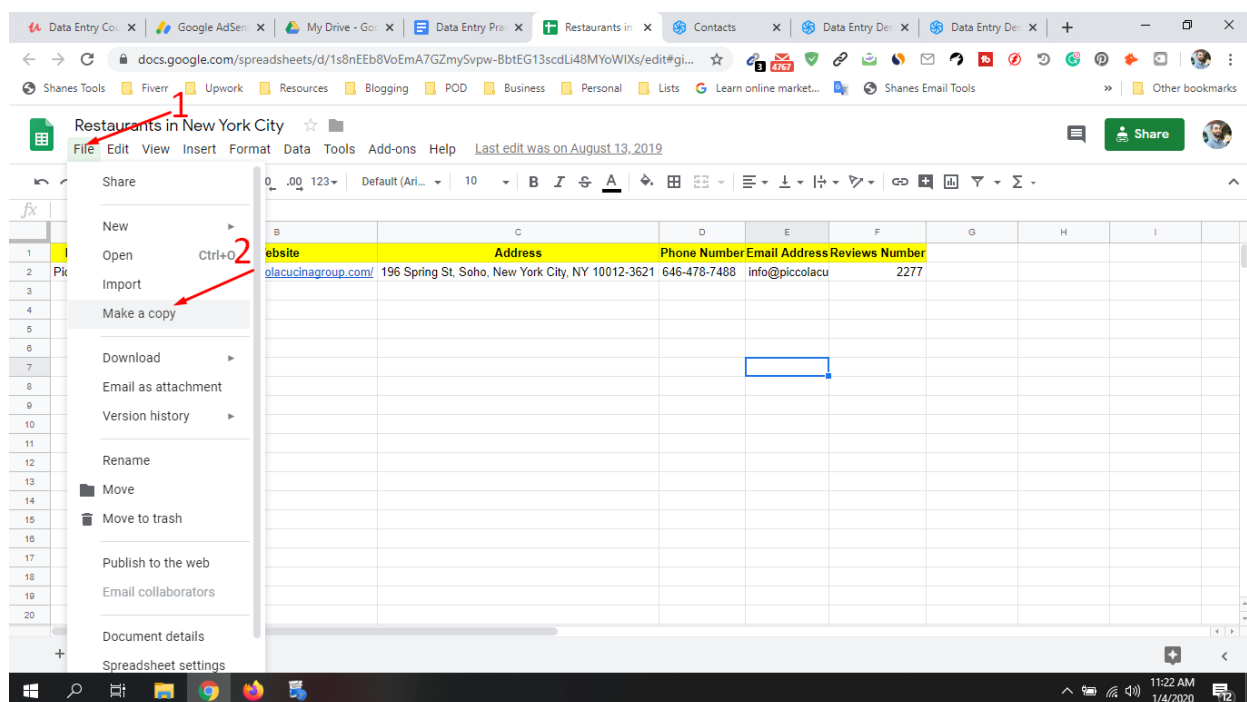# Data Entry Project Samples by [Azharul Rafy](#)

To **get your editable spreadsheet** copies, please follow the steps:

If you are a Complete Beginner - Check out my [Data Entry Course on Udemy](#) for a better understanding of the job field and for the tips to start your freelance career as a Freelance Data Entry Service Provider!

Anyways, I have added 5 demo Data Entry projects to help you out and you can use these as your **online portfolio**!

Demo Project: One

I have 2 Scanned Images or PDF files which I need to have in 2 Microsoft Word documents. Can you please type them out with all the formatting and footer info? And please use Arial font with the size 11.

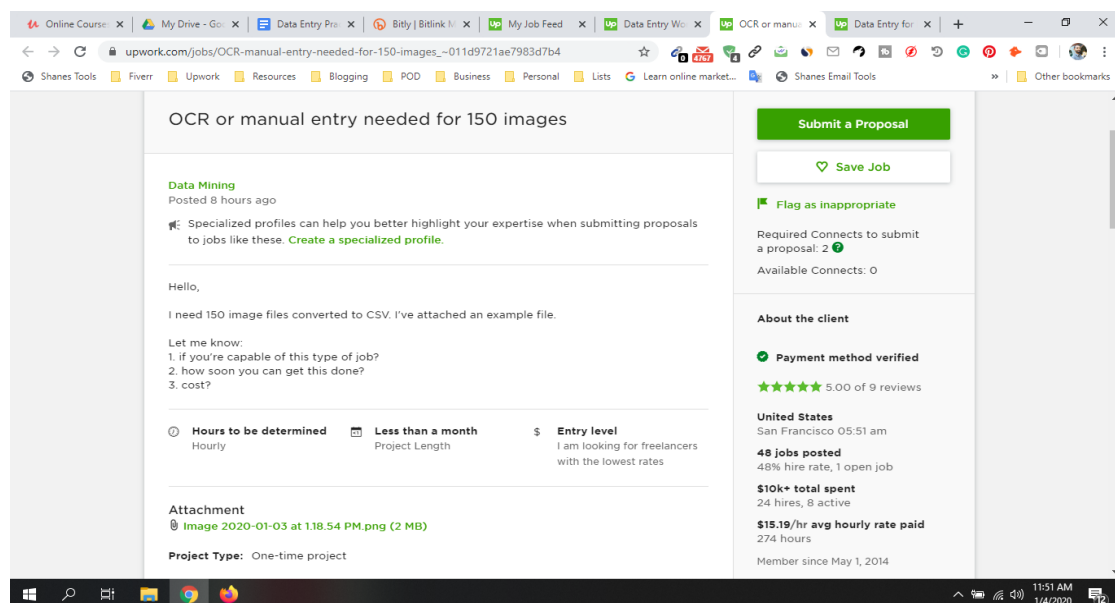Please download the files from the links below:

1. https://drive.google.com/file/d/1va2ucw_I-Oqh8Is0iSiRixXMIgcHDTQl/view?usp=sharing
2. https://drive.google.com/file/d/1ZRjrhKJnp7e7e7SiyEu4xnNaqSqIX5tD/view?usp=sharing

Please make sure you're putting all texts, background color, and formatting accurately as they are on the documents.

A similar project on Upwork:

Demo Project: Two

I have 1 page with some names and contact details to be entered into a spreadsheet. Either an Excel .CSV or .XLSX file will be fine.

I need data entered including Name, Title, Company, Street Address, City, State, ZIP, Phone, Fax, Email, Website. (when information is available on the resource file)

You will find the resource PDF file from the link below:

https://drive.google.com/file/d/1Fb2ilibgmVX-giN8eYRBx3vdr8qH1OCj/view?usp=sharing

Similar project example on Upwork:

Demo Project: Three

Use tripadvisor (https://www.tripadvisor.com/) website and find and build a list of 20 Restaurants who are good for meetings in New York City.

We need the following information fields in an Excel File or in a Google Spreadsheet:
1. Restaurant Name
2. Website
3. Address
4. Phone Number
5. Email Address and
6. How many reviews they have.

Here is an example spreadsheet with the formattings:
https://docs.google.com/spreadsheets/d/1s8nEEb8VoEmA7GZmySvpw-BbtEG13scdLi48MYoWIXs/edit?usp=sharing

Similar project example on Upwork:

Demo Project: Four

Please collect 30 run clubs' names, addresses, and emails from the following website - https://www.rrca.org/find-a-running-club.

Enter them into a Google Spreadsheet.

Example Spreadsheet:
https://docs.google.com/spreadsheets/d/1VR2qwePrOPoFxvZTjKPKrJbble9h4HSuq7JV7XqUPI8/edit?usp=sharing

A similar project on Upwork:

Data Entry From Website

Data Entry
Posted 1 hour ago

Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. **Create a specialized profile.**

Need to get as many emails from different run clubs from this website - https://www.rrca.org/find-a-running-club - onto a google sheet. Hundreds to thousands of entries possible. Looking for someone who can start asap and due to at an affordable rate. Don't have a ton of budget.

$100
Fixed-price

$

Entry level
I am looking for freelancers with the lowest rates

Project Type: One-time project

About the client

✔ Payment method verified

★★★★★ 4.97 of 4 reviews

United States
Bellmore 09:49 pm

16 jobs posted
44% hire rate, 2 open jobs

$1k+ total spent
7 hires, 0 active

Member since Sep 29, 2014

Demo Project: Five

I have a list of 50 companies with names and domain addresses in the following spreadsheet:

https://docs.google.com/spreadsheets/d/1AU0nA_p_UqUHA87LQS9qbPRlsq0z4ZUruL5PbXJhnns/edit?usp=sharing

I want you to find me the business Address, Phone Number, CEO/Founder/Owner/Partner's name, Title when possible.

For me, it would take only 30 minutes, but let me know your situation and progress.

A similar project on Upwork:

NOTE:

I believe you will find those project examples helpful to understand the Data Entry works available on freelance marketplaces such as - Upwork.com, Freelancer.com, Fiverr.com, and Peopleperhour.com.

If you are a complete beginner - I would suggest you - please try to complete these projects.

Although these are really easy jobs, when you will work, you might find some difficulties, and that will be the time when you will learn a new skill.

You can use these practice project works as your portfolio.

Your feedback will be highly appreciated.

Best wishes,
Azharul Rafy