

Teaching & Academics > Online Education > Freelancing


Gift This Course Wishlist

Data Entry Course for Beginners - with Practical Works!

Learn from a Successful Data Entry Professional!

BESTSELLER ★★★★★ 4.6 (157 ratings) 2,052 students enrolled

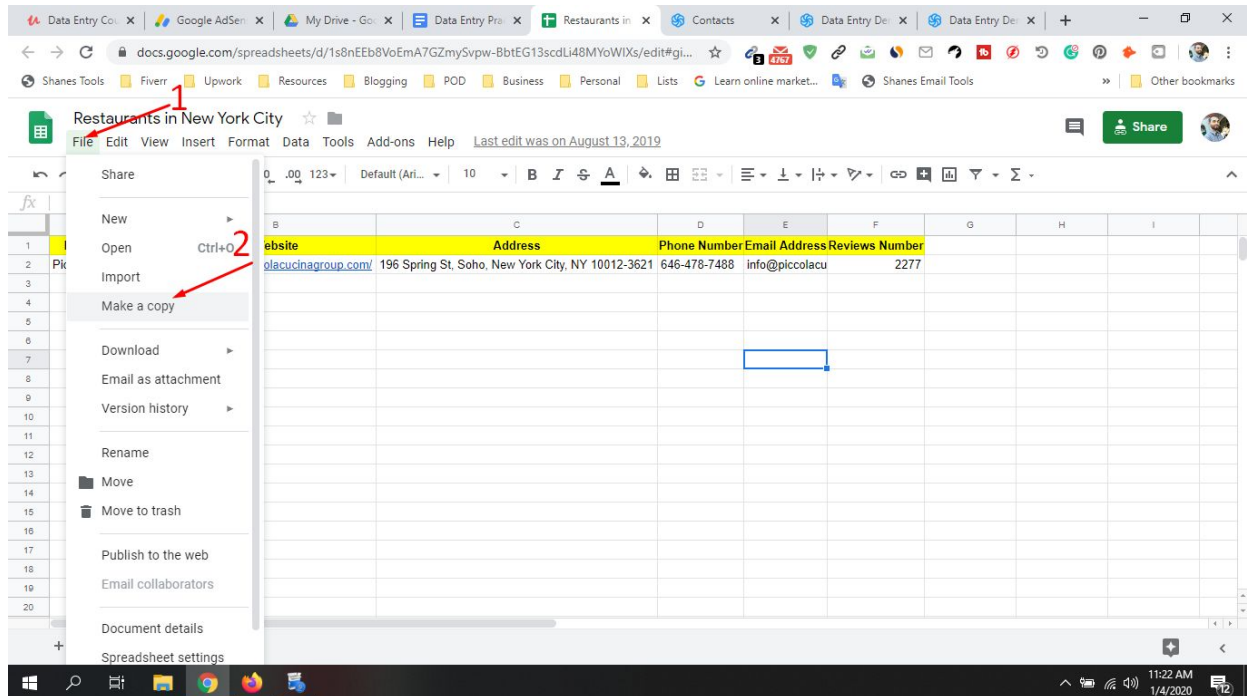
Created by Azharul Rafy Last updated 2/2020 English English [Auto-generated]



Preview this course

[CLICK HERE TO ENROLL IN DATA ENTRY COURSE](#)

To get your editable spreadsheet copy, please follow the steps:



Restaurants in New York City

File Edit View Insert Format Data Tools Add-ons Help Last edit was on August 13, 2019

Share

New

Open Ctrl+O

Import

Make a copy

Download

Email as attachment

Version history

Rename

Move

Move to trash

Publish to the web

Email collaborators

Document details

Spreadsheet settings

Website	Address	Phone Number	Email Address	Reviews Number
piccolagroup.com/	196 Spring St. Soho, New York City, NY 10012-3621	646-478-7488	info@piccolacu	2277

11:22 AM 1/4/2020

...DATA ENTRY COURSE!...

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DATA ENTRY DEMO PROJECTS BY [AZHARUL RAFY!](#)

Demo Project: One

I have 3 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-Oqh8ls0iSiRixXMlGcHDTQI/view?usp=sharing

2.

<https://drive.google.com/file/d/1ZRjrhKJnp7e7e7SiyEu4xnNaqSqlX5tD/view?usp=sharing>

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

Similar project on Upwork:

The screenshot shows a web browser window displaying an Upwork job listing. The browser's address bar shows the URL: upwork.com/jobs/OCR-manual-entry-needed-for-150-images_-011d9721ae7983d7b4. The job title is "OCR or manual entry needed for 150 images". The job is posted 8 hours ago by a client with a verified payment method and a 5.00 rating from 9 reviews. The client is located in San Francisco and has posted 48 jobs, with a total spent of \$10k+. The job requires 24 hires, with 8 active. The hourly rate is \$15.19/hr, and the total hours are 274. The client has been a member since May 1, 2014. The job description includes a greeting, a request for 150 image files converted to CSV, and a list of questions for potential freelancers: 1. if you're capable of this type of job? 2. how soon you can get this done? 3. cost? The job is categorized as "Data Mining" and "OCR or manual entry". The project type is "One-time project". The job is currently open, with 2 proposals submitted. The client has 0 available connects.

OCR or manual entry needed for 150 images

Data Mining
Posted 8 hours ago

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

Hello,

I need 150 image files converted to CSV. I've attached an example file.

Let me know:

1. if you're capable of this type of job?
2. how soon you can get this done?
3. cost?

Hours to be determined **Less than a month** **Entry level**
Hourly Project Length I am looking for freelancers with the lowest rates

Attachment
Image 2020-01-03 at 1:18:54 PM.png (2 MB)

Project Type: One-time project

Submit a Proposal
[Save Job](#)

Flag as inappropriate

Required Connects to submit a proposal: 2
Available Connects: 0

About the client

- Payment method verified
- 5.00 of 9 reviews
- United States
San Francisco 05:51 am
- 48 jobs posted
48% hire rate, 1 open job
- \$10k+ total spent
24 hires, 8 active
- \$15.19/hr avg hourly rate paid
274 hours
- Member since May 1, 2014

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 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:

DATA ENTRY NEEDED TO CREATE .xlsx SPREADSHEET

Data Entry
Posted 3 hours ago

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

I have approximately 26 pages with 18 names per page to be entered into a spreadsheet. Either a .csv or .xlsx file will be fine. Approx 475 names. Data entered includes Name, Title, Company, Address1, Address2, City, St, ZIP, Phone, Cell, Email, Website. Page 1 is attached as sample. Need quick turnaround, please. I hope everyone is well.

💰 **\$100**
Fixed-price

💵 **Intermediate level**
I am looking for a mix of experience and value

Attachment
📎 [EPC of G CLE.pdf \(452 KB\)](#)

Project Type: One-time project

You will be asked to answer the following questions when submitting a proposal:
1. What questions do you have about the project?

[Submit a Proposal](#)

[Save Job](#)

[Flag as inappropriate](#)

Requires 4 Connects
Refunded if client doesn't hire ☐

Available Connects: 0

About the client

✅ **Payment method verified**

★★★★★ 5.00 of 7 reviews

United States
Westlake 06:36 pm

10 jobs posted
70% hire rate, 1 open job

\$800+ total spent
8 hires, 1 active

\$7.34/hr avg hourly rate paid
49 hours

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:

The screenshot shows a web browser window with multiple tabs. The active tab is 'upwork.com/jobs/Online-Research-Data-Entry-for-Completing-Database-Companies_~012846f42...'. The page displays a job listing for 'Online Research + Data Entry for Completing Database of Companies'. The job is categorized as 'Data Entry' and was posted 8 hours ago. It includes a description of the project, a fixed-price of \$300, and an entry level requirement. The right sidebar shows options to 'Submit a Proposal', 'Save Job', and 'Flag as inappropriate'. It also displays client information, including the location (United States) and the time the job was posted (12:56 am).

Online Research + Data Entry for Completing Database of Companies

Data Entry
Posted 8 hours ago

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

We are creating a database of companies within selected industries. We will provide a list of companies in Excel for which we want certain fields completed using LinkedIn and other online data sources.

\$300 Fixed-price
Entry level I am looking for freelancers with the lowest rates

Project Type: One-time project

You will be asked to answer the following questions when submitting a proposal:
1. Why do you think you are a good fit for this particular project?

Skills and expertise

Submit a Proposal

[Save Job](#)

[Flag as inappropriate](#)

Required Connects to submit a proposal: 2
Available Connects: 0

About the client

PLUS Upwork Plus Client

Payment method not verified

United States
12:56 am
1 job posted
0% hire rate, 1 open job
Member since Jan 3, 2020

Demo Project: Four

Please collect 30 run clubs' name, address 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/1VR2qwePrOPoFxxvZTjKPKrJbble9h4HSuq7JV7XqUPI8/edit?usp=sharing>

Similar project on Upwork:

<h4>Data Entry From Website</h4> <p>Data Entry Posted 1 hour ago</p> <p>📌 Specialized profiles can help you better highlight your expertise when submitting proposals to jobs like these. Create a specialized profile.</p> <p>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.</p> <p> \$100 Fixed-price</p> <p>Entry level I am looking for freelancers with the lowest rates</p> <p>Project Type: One-time project</p>	<h4>About the client</h4> <p>✅ Payment method verified</p> <p>★★★★★ 4.97 of 4 reviews</p> <p>United States Bellmore 09:49 pm</p> <p>16 jobs posted 44% hire rate, 2 open jobs</p> <p>\$1k+ total spent 7 hires, 0 active</p> <p>Member since Sep 29, 2014</p>
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Demo Project: Five

I have a list of 50 companies with name and domain address in the following spreadsheet:

https://docs.google.com/spreadsheets/d/1AU0nA_p_UqUHA87LQS9qbPRIsq0z4ZUruL5PbXJhnns/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.

Similar project on Upwork:

Manually find owners of businesses via linkedin

Data Entry
Posted 14 hours ago

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

Data Entry Task

I need to hire somebody immediately to take a spreadsheet full of company names, and find the owner / managing director / CEO / highest-position person at the company through Googling the company linkedin profile and copy/pasting the name into a spreadsheet.

We have 403 companies that we need this done for, and I want to hire for this task immediately and have the task completed within 5 hours.

I've created a video instructing how to do the task:

<https://www.dropbox.com/s/4xgf7u9d6775ffs/Finding%20Contacts%20via%20Linkedin.mov?dl=0>

[Submit a Proposal](#)

[Save Job](#)

[Flag as inappropriate](#)

Required Connects to submit a proposal: 2

Available Connects: 0

About the client

[Payment method verified](#)

★★★★★ 4.93 of 26 reviews

Australia
Melbourne 09:18 am

64 jobs posted
55% hire rate, 2 open jobs

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 real 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

My Freelance Profile on Upwork:




Azharul R. 

 Sylhet, Bangladesh - 4:58 am local time

100%

Job Success

 TOP RATED

Profiles

Manage Specialized Profiles

General Profile


Social Media Marketing

+ Add Specialized Profile

Virtual Assistant with Data Entry, Research and Lead Generation Skills

To make my clients' sales and marketing approach easy and time savvy - I take care of Lead Generation, LinkedIn Research, Business and Personal Email List Building by using LinkedIn Premium Sales Navigator profile. I build custom prospect and email lists from target companies, with target titles, geography, industry, headcount etc. I have access to a wide variety of other online resources and tools to gather and verify prospects contact details.

In every contract, I provide best efforts to make the... [more](#)



\$15.00

Hourly rate

\$50k+

Total earned

126

Jobs

4,170

Hours worked

Profile Settings

[View my profile as others see it](#)

Availability

Not available until 12/31/2020

Profile link

<https://www.upwork.com/>

[Copy link](#)

Languages

English: Fluent 

Bengali: Native or Bilingual