# Data Entry Course

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What is Data Entry?

A data entry clerk is a member of staff employed to enter or update data into a computer system. Data is often entered into a computer from paper documents using a keyboard. The keyboards used can often have special keys and multiple colors to help in the task and speed up the works.

Typing speed must be  45 to 75 words per minute..

 **Data Entry work is** essence, data entry means **to operate equipment (often a keyboard) to input alphabetic, numeric, or symbolic data into a company’s system**. The data entry operator may be required to verify or edit data as it is entered, or another person might do this work. The data may come from hand-written forms or audio files..

**Data Entry Clerk position,**While the position is fairly straightforward to perform, it does require significant attention to detail and consistency in repetitive tasks. A data entry clerk’s main responsibility is to ensure that the organization’s database is accurate and up-to-date.

**Skills Needed For Data Entry Position**

**Most needed data entry skills include:**

* Proficient typing and transcription.
* Computer and technical skills (including software knowledge)
* Organizational and time management abilities.
* Administrative skills.
* Communication (written and verbal)
* Customer service skills.
* Accuracy and attention to detail.
* Multi-tasking.

**Example of Data Entry Position**

Some examples of data entry job duties include **transcribing, updating customer information, and entering accounting records**..

**Education Requirements**

Typically, **many employers require only a high school diploma or GED equivalent** for job applicants seeking to start a data entry career. However, in some cases (often depending on the industry) a bachelor’s degree may be required. Academic qualifications will be made clear prior to a potential data entry job interview.