

This is to verify that **Melanie Amor Roble** has completed the course **Data Entry Tools and Techniques** on Alison.

## Melanie Amor Roble

**Alison ID:** 59181379

**Course Completed:** Data Entry Tools and Techniques

**Date Of Completion:** 25/06/26

**Email ID:** melanieroble007@gmail.com

**Total Study Time:** 6h 15m



Scan To Verify

### Final Assessment Score:

Alison courses requires at least 80% to pass the final assessment

# 84%

### CPD Hours Completed:

CPD approved learning hours completed through this course

# 5-7h

## Course Information

This course provides essential data entry tools and techniques required to succeed in this field. We first explain the concept of data entry and establish its importance in various industries. We then provide the skills required to become a data entry professional. We go through step-by-step instructions that you can use to learn how to use the essential features and tools available in Microsoft Word to streamline your data entry processes and enhance productivity.

We then explore the basics and terminologies of using Microsoft Excel for data entry and show you how to use fundamental Excel formulas and functions. The course examines the concept and process of 'web scraping', which uses AI-driven bots to extract content from websites. We demonstrate how to use web scraping tools and cover the principles and applications of optical character recognition technology, voice recognition for hands-free data entry, popular voice recognition software and their features.

This data entry training course also establishes the importance of adhering to guidelines and standards to maintain high-quality data entry. We also delve into essential data entry tools and techniques, such as proofreading and data cleansing, that aid in maintaining data quality. Finally, we teach you how to create an effective data entry portfolio and demonstrate the importance of its role in your professional life as such a portfolio will help you to land a data entry job. We will also provide practical tips and strategies you can use to apply for jobs, succeed in data entry interviews and much more. This course is suitable for anyone who wants to become a data entry professional or analyst. Sign up to turn your newfound data entry skills into a rewarding career.

## Modules Studied

Module 1: Introduction to Data Entry

Module 2: Course assessment