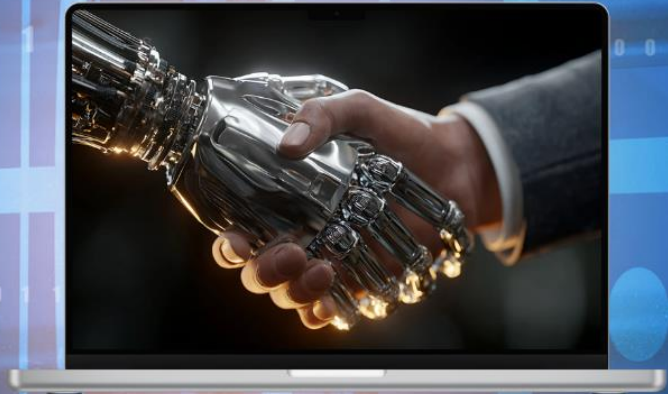




AMA COMPUTER ACADEMY

DATA ENTRY AND DATA MANAGEMENT



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Data Entry and Data Management

Course Objectives:

In this course, you will learn to:

- Define the concept of data entry including manual and automated methods.
- Identify the essential skills required to become a proficient data entry operator.
- Organize various job opportunities available for data entry professionals and categorize different types of data entry jobs.
- Summarize the importance of efficient typing techniques and rate the effectiveness of different keyboard layouts.
- Compare and differentiate between various font types and categorize font settings for data entry applications.
- Diagnose typing speed improvement using different techniques and tools, such as finger motions and home row usage.
- Explain the significance of mobile typing skills and predict the impact of predictive text and speech recognition on efficiency.
- Compare different password management techniques, including password managers and algorithms.
- Operate productivity shortcuts for data entry, such as keyboard shortcuts and application navigation techniques.
- Find efficient shortcuts for data entry tasks, including editing, file management, and application navigation.
- Report on the utilization of basic data entry tools like Google Forms and Microsoft Forms for efficient data collection and management.
- Differentiate between basic and smart Google Forms features and predict the impact of advanced form functionalities on data collection efficiency.
- Define the basic features and functionalities of Microsoft Excel, including worksheet navigation and data entry techniques
- Identify different types of data in Excel and classify them according to their respective formats
- Organize spreadsheet data effectively using Excel's formatting tools
- Summarize the process of creating and customizing Excel tables
- Compare various data editing techniques in Excel, including custom lists, cleaning data, and using the Find and Replace feature
- Report on the usage and benefits of Flash Fill for effortless data transformation tasks in Excel
- Diagnose common sorting and filtering challenges and operate Excel's sorting and filtering features
- Find and predict specific information from dates in Excel using functions such as WEEKDAY, WEEKNUM, and NETWORKDAYS
- Compare different methods of data validation in Excel and examine their applicability in preventing errors
- Categorize fundamental text functions in Excel, such as extracting text, formatting numbers, and converting values

- Differentiate between various lookup functions in Excel and rate their efficiency in retrieving specific information from datasets
- Explain the main features and functions of Microsoft Word for word processing and document formatting tasks
- Organize Mail Merge functionality in Microsoft Word to create personalized documents efficiently.
- Find the appropriate tools and techniques for creating engaging presentations in Microsoft PowerPoint, including transitions, animations, and setup options
- Define the key components of Database Management Fundamentals and their practical applications
- Explain various data entry tasks ranging from basic to advanced levels in spreadsheet management
- Identify key data entry skills, including image-assisted data entry and document compression
- Organize and navigate through OpenOffice Calc and OpenOffice Writer interfaces effectively
- Categorize different functions and formulas used in OpenOffice Calc for efficient data management
- Use conditional formatting and data validation techniques to ensure data accuracy in spreadsheets
- Diagnose and solve common errors using built-in formula tools in OpenOffice Calc
- Predict data trends using advanced formulas and data analysis features in OpenOffice Calc
- Compare different data presentation techniques using Pivot Tables and Pivot Charts
- Summarize the process of creating and managing professional reports using OpenOffice Writer
- Differentiate between various text formatting and page layout features in OpenOffice Writer
- Arrange and customize styles and formatting to create consistent and professional-looking documents in OpenOffice Writer
- Define the key concepts of data management and its importance
- Identify the different stages of data management and their applications
- Illustrate the process of data analysis and its role in decision-making
- Set up and use Google Data Studio for data visualization
- Manage data efficiently using Google Drive and One Drive
- Create and modify forms and queries in MS Access
- Analyze and generate advanced queries and reports in MS Access
- Perform data entry and management using SQL from basic setup to operations
- Apply advanced SQL techniques such as filtering, joins, and data types
- Optimize SQL queries using aggregation, Common Table Expressions (CTEs), and transaction control
- Construct advanced database designs using views and indexing for better performance
- Ensure data security, integrity, and performance optimization in SQL databases

Course Outcomes:

At the end of this course, learners will be able to:

- Interpret the historical evolution of data entry methods and their significance in modern data management.
- Illustrate the essential skills and mindset required to excel as a data entry operator.
- Paraphrase the various types of data entry jobs available, including remote and in-house positions, and estimate the expected salary range for data entry professionals.
- Defend the importance of efficient typing skills and keyboard techniques in data entry operations.
- Compare the role of fonts in data entry and evaluate techniques for font conversion and application settings.
- Review speed typing skills and productivity shortcuts for data entry operators.
- Construct efficient password management techniques and evaluate security measures to safeguard sensitive data in data entry operations.
- Estimate the impact of advanced keyboard shortcuts and productivity techniques on data entry efficiency.
- Predict the effectiveness of mobile typing skills and voice recognition techniques in enhancing data entry speed.
- Survey on various techniques for speeding up data entry tasks, examining their applicability and efficiency in different scenarios.
- Assess the importance of basic data entry principles and productivity shortcuts in enhancing data entry accuracy.
- Create Google Forms and Microsoft Forms for efficient data collection, formulating clear and concise questions and analyzing response data effectively.
- Develop smart Google Forms and Microsoft Forms for specialized purposes such as quizzes, feedback collection and more.
- Create Microsoft Excel tables, Google Docs, and Google Sheets documents to organize and analyze data effectively.
- Design visually captivating presentations using Microsoft PowerPoint, integrating appropriate slide transitions
- Formulate complex formulas and functions within Microsoft Excel, enabling advanced data analysis tasks
- Estimate the accuracy and reliability of data cleaning and quality assurance processes
- Defend data editing methodologies and decisions, substantiating choices with industry standards and project-specific requirements
- Compare different data validation techniques in Excel and Google Sheets, assessing their efficacy in upholding data integrity standards
- Review data transformation processes, identifying areas for enhancement and optimization to streamline workflows.
- Rewrite poorly formatted documents in Microsoft Word, applying advanced text formatting and layout techniques
- Construct complex formulas and functions in Excel to effectively address real-world data manipulation challenges and streamline analytical processes
- Appraise the effectiveness of various sorting and filtering techniques in Excel

- Combine diverse datasets from multiple sources in Excel, Google Sheets, and Google Docs, enabling the creation of comprehensive reports and analyses
- Interpret data visualizations and charts generated in Microsoft Excel, extracting actionable insights
- Illustrate the steps involved in document conversions, showcasing proficiency in converting files between different formats
- Interpret the role and importance of effective data management in business operations
- Illustrate how to configure and customize the OpenOffice Calc interface for enhanced productivity
- Compare various data entry techniques and select the most efficient method for different scenarios
- Construct accurate and comprehensive reports using Calc's built-in tools and functions
- Assess the application of conditional formatting to highlight critical business data
- Develop advanced formulas and functions for solving complex data problems in Calc
- Predict the impact of data validation on data integrity and accuracy
- Prepare professional documents using formatting features in OpenOffice Writer
- Propose customized styles and templates in OpenOffice Writer to standardize document creation
- Design effective data tables and pivot tables for business data analysis
- Review OpenOffice Calc and Writer's security features to manage and protect sensitive data
- Modify data presentation layouts using formatting tools in Calc and Writer
- Create consolidated datasets by combining multiple sources using OpenOffice Calc's advanced functions
- Interpret the stages of data management and their impact on business efficiency
- Compare various tools like Google Drive and One Drive for effective data storage and management
- Examine data analysis techniques and apply them using Google Data Studio
- Construct functional queries and forms in MS Access for efficient data retrieval
- Appraise the effectiveness of advanced SQL queries in filtering and joining datasets
- Develop optimized SQL databases using advanced indexing and database design principles
- Verify the security measures applied to SQL databases to maintain data integrity
- Illustrate the process of data visualization with Data Squirrel for better insights
- Manage large datasets effectively using SQL transaction control and CTEs
- Predict the outcomes of data optimization techniques in SQL
- Propose advanced methods for database design to improve performance and scalability
- Assess the role of TOMAT and Data Squirrel in enhancing data analysis capabilities
- Create comprehensive data reports using Google Data Studio and SQL for business decision-making

Data Entry & Data Management		
Topic	Sub-Topics	
Role of a Data Entry Operator		
	Role of a Data Entry Operator	
	What is data entry?	
	Skills required to become a data entry operator	
	What mindset is required to become a good data entry operator?	
	How to acquire the basic skills to become a good data entry operator?	
	Tips to improve upon basic data entry skills	
	Online and free applications that help data entry operators to practice typing	
Jobs and Freelance Opportunities	Various job opportunities available for data entry professionals	
	Expected salary range for data entry professionals	
	Finding freelancing data entry jobs on Fiverr and Upwork	
	How can freshers look up freelancing	
	What are the common tools	
Keyboards and Typing Techniques	Various Keyboard Layout and Typing speed	
	Typing Techniques	
		Right postures and Keyboard introduction
		Introduction to Keyboard
		Use of Home Row, Top Row and Bottom Row
		Top Row
		Bottom Row
		Shift key
		Caps lock key
		Numeric keys
		Special Character Keys
		Use TAB key
		Finger motions
		Tips for increasing Typing Speed

	Introduction	
	Google Doc Voice Typing	
	Outcome	
Fonts	Font	
	Kruti Dev/Devlys to Unicode	
	Shree Lipi to Unicode	
	ISM font introduction and installation	
	Calligraphic fonts	
	Applying Font Settings	
Data Entry Tools	Data Entry Tools	
	FormTools	
	Winautomation	
	Different data entry methods, Zoho Forms & Survey Monkey	
		Objective
		Define Zoho Forms
		What Are Some Of The Features Of Zoho Forms?
		How can Zoho Forms help in data entry?
		How to create a free account and form on Zoho Forms website?
		What is Survey Monkey?
		What are some of the features of Survey Monkey and how does it help in data entry?
		How can you create a free account and survey on the Survey Monkey Website?
		Summary
		Outcome
	Kamisha Soft	
	MoreApp Forms	
	ElectroNeek Studio IDE	
	Teamscope	
	Grammarly	
		About Grammarly Tool

		Using Grammarly Tool
		Summary
		Outcome
	Komprehand	
	Mathtype	
	Chemdraw	
Types of Forms	Excel Forms	
	Google Forms	
		Customizing google form
		Filling google form
	Example of Forms	
Key data entry skills	Key data entry skills	
	What is image assisted data entry	
	Scanning Image (De-pixelation)	
	Resizing images	
	Data Validation in Excel	
	Compression of documents	
	Applying page size settings and print settings	
	Merging and splitting documents Intro	
		Merge Documents
		Split Documents
	Report Creation	
	Reporting and presentation of data	
	Adding Digital Signature	
	Manage and Share Workbooks-Connect to external data	
	Formatting Email	
	Proofreading your document	
	Proofreading your document with auto-correct	
	Password Protection	
	Encrypted PDFs	
Document Conversions	Intro	
	Doc to PDF	
	PDF to Google Doc	
	PDF to Excel	
	Excel to PDF	
	Excel to CSV	

	PDF to ePUB	
	PDF to JPG and PNG	
	PDF to RTF	
	PDF to Word using OCR	
	PDF to Word using online tool	
Data Entry Tasks (Basic, Intermediate & Advanced level)	Data Entry Tasks	
	Quickly convert hard copy to soft copy	
	Changing the layout of data from columns to rows quickly	
	Adding forms to the Quick Access Toolbar	
	Entering numbers, dates, days or months serially into cells	
	Entering text to specify quantity before or after a numeric value	
	Using the summation formula to calculate the total amount in a spreadsheet	
	Changing the format of the date entered into selected cells	
	Calculating the balance amount and displaying negative numbers properly	
	Deleting blank or redundant cells from the middle of the spreadsheet	
	Entering same data into various cells of the spreadsheet	
	Deleting duplicate data from the spreadsheet	
	Data Validation: Introducing a dropdown list for entering a fixed or limited range of data into the cells	
	Using the data validation feature to quickly introduce more than two kinds of data into the dropdown list for cells	
	See the fixed list of values for a column cell	
	Conditional Formatting	
	Sort & Filter	
	File conversion from pdf to word	
Soft Skills in Data Entry	Efficient written and verbal communication skills	
	Self-motivation	

	Accuracy and attention to detail	
	Time Management	
	Multi-tasking	
Introduction to Data Management	What is Data Management and how it differs from Data Entry?	
	Typical Data Management Jobs in the market	
Basic Introduction to Data Management	Basic Introduction to Data Management	
		Define Data
		Where do we use data?
		What is data management?
		How does data management help businesses to achieve their goals?
		What are the various steps involved in data management?
		What skills do data management professionals require?
		What is data entry?
		What are the skills required to become a data entry operator?
		What are some tips to improve upon basic data entry skills?
		What are some online and free applications that help data entry operators to practice typing?
		What are the various job opportunities available for data entry professionals?
		What is the expected salary range for data entry professionals?
		How can one find freelancing data entry

		jobs on Fiverr and Upwork?
	How do professionals organize their data?	
		What is a database?
		What mediums do professionals use for storing data?
		How do professionals organize and store official data?
		What are some good practices for organizing and storing data?
	Meta Data and Big Data	
		What is Metadata?
		What are the types of metadata?
		What is Big Data?
		Define Data Analytics
		What course of study can you pursue to become an expert in Data Analytics?
	Data collection case study - Social media marketing (Collecting data from Facebook & Instagram)	
		What is social media marketing?
		What exactly is data collection from social media?
		How would you collect data from Facebook?
		How can you collect data from Instagram?
Different Stages of Data Management		
	Data Collection Techniques	
	Data Cleaning Techniques: Downloading, Saving, and Cleaning data	
	Data Cleaning Techniques: Freezing and Cleaning data	
Microsoft Office skills		

	Microsoft Excel	Entering Text, Numbers and Dates
		Creating Text, Number and Date Series
		Inserting and Deleting Rows, Column
		Changing Cell Height and Width
		Editing Worksheet Data
		Sort and Filter - Advanced filter
		Adding comments
		Worksheet Protection
		Fill options and other functions in Excel
		Solver Add-In
		Excel Shortcuts
	Microsoft Word	Cut, Copy, and Paste the text
	ଆମ କମ୍ପ୍ୟୁଟର	Text Formatting
		Paragraph Alignment, Spacing, and Formatting Marks
		Bullets and Numbering
		Increase and decrease Indent
		Text and Paragraph Shading
		Text sorting, Paragraph indenting, and spacing
		Macros
		Inserting Table
		Designing Table
		Aligning Table
		Table of Contents
		Mail Merge
		Add multiple footers in word
	Microsoft PowerPoint	Introduction to PowerPoint presentation
		PowerPoint Slides

		Creating Presentation
		PowerPoint Transitions
		PowerPoint Animations
		Setup SlideShow
		Start Slide Show
Data Analysis	Data Analysis	
Google Data Studio	Google Data Studio - An Introduction	Data Sources Data Blending Data Blending inside
	Google Data Studio-Creating Reports and Chart Types	Report canvas interface Creating chart types- Table, Pivot table Bar Chart Line Chart Time series chart Scorecard Pie Maps charts
	Google Data Studio - Action controls for Reports and Managing Reports	Community visualization Embed URL in reports Creating Groups Page and report level Creating multi page report with navigation Using parameters to get user input Copying chart formatting Managing data segments Regular expressions
	Google Data Studio -Sharing Reports, Collaborating on Reports and Tips to create an effective report	
Free and Open-Source Tools for data management - Google Workplace		
	Google Docs	
		Creating a Document
		Outcome
	Working with Google Sheets	

		Creating a Spreadsheet
		Outcome
	Google Slides	
		Creating a Google Slide File
		Inserting Images
		Slide Transitions
		Google Slides Other Options
		Outcome
	Google Keep	
		Google Keep: Creating a Note
		New Note with Drawing
		New Note with Image
		Google Keep View and Settings
		Outcome
	Canva Introduction	
		Objective
		Introduction
		What is Canva?
		What are the features of Canva?
		How can you create free account in Canva?
		How can you use Canva to make a checklist for data collection?
		Summary
		Outcome
Introduction to Small Business Management	How to create a project in ProofHub?	
	How to use Canva for Branding?	
	How to create digital notes using Evernote?	
	How to book tickets on MakeMyTrip?	
	How to maintain the digital record in Khatabook?	

	How to automate the note-taking process using Otter?	
	How to schedule emails using Boomerang?	
	How to create a to-do list and note reminders using Sticky Notes?	
	How to download copyright-free images?	
	How to manage projects using Trello?	
	How to communicate with people using Slack?	
	How to create a private YouTube channel?	
	How to manage tasks using Asana?	
	How to convert files using Format Factory?	
	How to search files quickly using Search Everything?	
	How to communicate with colleagues using LAN Messenger?	
	How to share your free time slots with colleagues using Doodle?	
	How to use templates to create documents using Smart Business Box?	
	How to share files with your clients using Dropbox?	
	How to digitally store visiting cards using Card Scanner?	
	How to calculate scientific expressions using the Scientific Calculator?	
	How to assign tasks and processes using Smartsheet?	
	How to track user statistics of social media handles using Social Blade?	
	How to create a communication site using Microsoft SharePoint?	
	How to scan printed documents using Microsoft Lens?	
	How to create a to-do list using Todoist?	
	How to save passwords using LastPass?	
	How to share heavy files using Wormhole?	
	How to start accepting payments using Razorpay?	

	How to manage and analyze your social media handles using Buffer?	
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