

Numeric Data Entry with Pitman Training

Typing numbers is a laborious process. Touch-typing those numbers will improve your productivity and make every task much less painstaking and tedious.

Touch typing is something Pitman Training knows a great deal about - which is why having our name on your CV will mean so much to employers.

The Numeric Data Entry typing course only takes a few hours, but the time spent is invaluable. Unlike other typing courses, ours breaks down the keypad methodically, concentrating on two or three keys at a time to increase speed and accuracy.

We cover data input in Excel and Access as part of the training, as well as an overall view of data entry work and of arithmetic operators.

Once you complete this course, you might like to consider others to further your career - we recommend Sage 50 Accounts or Sage Payroll.

If you're interested in a career in book-keeping and accounts, then our Foundation in Book-keeping Diploma could help you fulfil your potential. It's one of our most popular diplomas and is highly rewarding and respected by employers.

Designed for

Those who regularly input figures into a computer and therefore need to improve productivity by learning to touch-type the number keys.

Prerequisites

None.

Aims and Objectives

To teach students how to touch-type the numeric keypad.

Course Content

- The Home Keys
- Keys 7, 8 and 9
- Data Entry Work
- Keys 1, 2 and 3
- Keys 0 and the Decimal Point
- Arithmetic Operators
- Using Microsoft Excel
- Using Microsoft Access
- Additional Exercises

Course duration: 2-3 Hours



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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- ▶ Microsoft Skills
- ▶ MOS & ECDL
- ▶ Sage
- ▶ IT Professional
- ▶ Keyboard Skills
- ▶ Management Skills
- ▶ Secretarial & PA
- ▶ Administration
- ▶ Personal Development
- ▶ Shorthand
- ▶ Bookkeeping & Accounts