



Numeric Data Entry



This is a fast, specialist course of 2-3 hours that will teach you how to touch-type using the numeric keypad, essential if you regularly input figures into a computer as part of your role.

IS THIS FOR YOU?

This course is for those who regularly input figures into a computer and therefore need to improve productivity by learning to touch-type the number keys.

ABOUT THIS COURSE

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 one of our bookkeeping diplomas or courses could help you fulfil your potential. It's one of our most popular diplomas and is highly rewarding and respected by employers.

There are nine key lessons/stages you will learn throughout this course: -

- 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

AIMS AND OBJECTIVES

If you need to use the numeric keypad in your role, this course is perfect to teach you how to touch-type the numeric keypad - a skill that could save you a vast amount of time.

PRE-REQUISITES

There are no pre-requisites required before starting this course.

CAREER PATH

Data entry skills can be invaluable in finance and accounting positions such as Accounts Assistant, Purchase Ledger Clerk and Sales Ledger Clerk where you're working with a constant flow of information that needs to be entered onto the varying accounting software programmes.

COURSE DURATION: 3 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 3

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

020 7256 6668

or visit: www.pitmanlondon.co.uk

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