

Numeric Data Entry

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

Objectives: To learn 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

What next: Excel 2003
Sage Line 50
Sage Payroll