

Excel Data Entry in 60 Minutes

Fast, Accurate and Professional Spreadsheet Data Entry

1-Hour Practical Workshop

Many Excel users spend most of their time entering, updating, and managing data rather than creating formulas or reports. Small improvements in data entry techniques can significantly improve productivity, reduce errors, and make spreadsheets easier to use and maintain.

Excel Data Entry in 60 Minutes is a practical workshop designed to help users enter, edit, validate, and manage data efficiently in Microsoft Excel. Participants will learn the essential skills required to work with spreadsheet data confidently and accurately.

Learning Outcomes

By the end of this workshop participants will be able to:

- Navigate worksheets quickly and efficiently
- Enter and edit data accurately
- Use AutoFill and Flash Fill features
- Work with dates, numbers, and text correctly
- Apply data validation controls
- Format data consistently
- Reduce common data entry errors
- Improve speed and accuracy when working with spreadsheets

Workshop Content

Getting Started with Excel Data Entry

Key Topics

- Understanding rows, columns, cells, and ranges
- Moving around a worksheet efficiently
- Selecting cells and ranges
- Using keyboard shortcuts to speed up data entry
- Saving and managing workbooks

Reduce time spent navigating spreadsheets and improve overall efficiency when working with business data.

Entering Data Correctly

Key Topics

- Entering text, numbers, dates, and times
- Understanding Excel's automatic formatting
- Editing existing data
- Using undo and redo
- Working with multiple sheets
- Copying and moving information

Business Outcome

Improve data accuracy and reduce errors that can impact reporting and decision-making.

Speeding Up Data Entry

Key Topics

- AutoFill
- Fill Series
- Flash Fill
- Copy and Paste
- Paste Special
- Using shortcuts to increase productivity

Business Outcome

Significantly reduce the time required to enter repetitive information.

Working with Lists and Tables

Key Topics

- Creating simple data lists
- Converting data into Excel Tables
- Adding and deleting records

- Sorting information
- Filtering information
- Finding records quickly

Business Outcome

Maintain organised and searchable datasets that are easier to manage and analyse.

Data Validation and Error Prevention

Key Topics

- Creating drop-down lists
- Limiting allowable entries
- Input messages and error alerts
- Identifying missing information
- Preventing common data entry mistakes

Business Outcome

Improve data quality and consistency across spreadsheets.

Formatting for Readability

Key Topics

- Formatting numbers and dates
- Applying consistent formatting
- Adjusting column widths and row heights
- Using cell styles
- Freezing rows and columns

Business Outcome

Create spreadsheets that are easier to read, update, and share with others.

Practical Exercises

Throughout the workshop participants will:

- Create a customer database
 - Enter and format sales information
 - Use Flash Fill and AutoFill
 - Create drop-down lists
 - Apply data validation rules
 - Sort and filter records
 - Correct common data entry errors
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Included Resources

Participants receive:

- Course workbook
 - Practice files
 - Excel shortcut guide
 - Data entry checklist
 - Certificate of Completion
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Workshop Summary

Course: Excel Data Entry in 60 Minutes

Duration: 1 Hour

Cost: \$150+GST per person

Delivery: Classroom or Live Online

Level: Beginner

Ideal For

Administrative Staff • Receptionists • Office Administrators • Data Entry Staff • Customer Service Teams
• New Excel Users • Anyone wanting to improve their Excel data entry skills

Software Solutions

Learn the essential Excel skills that increase productivity, improve accuracy, and make data entry faster and easier.