

# DATA ENTRY COURSE MODULE

## DAY-01

Basic Computer Skill/Organize your PC/  
Learn Software Use

1. Laptop Organize
2. File Arrange
3. C Drive Clean
4. Run Command
5. Desktop Clean
6. Unnecessary Software Uninstall
7. How to install any software
8. Task Manager
9. Taskbar setting
10. Sticky Notes
11. Snip & Sketch
12. LightShot & other option of Screenshot
13. File Compression and Extraction: 7-Zip
14. Remote Apps: Anydesk, Team Viewer
15. Meeting Apps: Zoom, Meet

## DAY-02

Introduction of Marketplace

1. Intro of Marketplaces
2. How to work marketplaces
3. Intro of Popular market places
4. Intro of Microsoft Office
5. Word, Excel, PowerPoint
6. Microsoft Office Install
7. Create an email
8. Intro with Google spreadsheet, doc, Slide
9. Intro Microsoft Word

[FIVERR: TYPING, CAPCHATYPE](#)

## DAY-03

Topics: Microsoft Word & DOC

1. Home Menu
2. Book Cover Design
3. Index/ Table of Content
4. Invoice Design
5. Cash Memo Design
6. Work with Doc
7. PDF to JPEG
8. Resume Design

[FIVERR: Showing Word Related Jobs](#)

## DAY-04

Topics: Microsoft EXCEL & Spreadsheet

1. Cell, Column, Row
2. Home menu, insert Menu,
3. Text to column
4. Marge Multiple Excel Sheet
5. Column Split
6. Freeze Pane
7. Example with some Excel Sheet
8. Dropdown, Hyper, Conditional Formatting

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# DATA ENTRY COURSE MODULE

## DAY-05

### Microsoft PowerPoint & Google Slides

1. Intro of Slide
2. Home, insert menu
3. Animation
4. Transition
5. Work with Template
6. Slideshow setup
7. Design with PPT

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## DAY-07

### Work with Google

1. Create an Email
2. Intro Email (To, CC, BCC, Body)
3. Create Email Signature
4. Intro Google Drive
5. Work with Calendar
6. Translate
7. Create Google Forms
8. Make QR Code
9. Create new label, Make .....

[FIVERR: Showing Google Form Related Jobs](#)

## DAY-06

### Use of PDF, Convert, Edit & Form

1. Software Download Adobe Acrobat DC
2. PDF to Word
3. PDF to Excel
4. PDF Editing
5. Reduce PDF file size
6. Best online PDF editor
7. Create PDF Editable Form
8. Fillable Form
9. Fillable Form in word
10. Fillable Form in Google Docs
11. Fillable Form in Canva

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## DAY-08

### Create Necessary ID

1. Create LinkedIn Profile
2. Build Up LinkedIn Profile
3. Add Connection in LinkedIn
4. Search jobs in LinkedIn
5. Create Instagram
6. Create Twitter
7. Behance

[FIVERR: Showing Creating Account Jobs](#)

# DATA ENTRY COURSE MODULE

## DAY-09

### Data Entry / Web Research

1. How to add Extension, VPN
2. **Website Directories intro-**  
Yellow Pages, Yelp, Yell, BBB, Zoominfo, DnB, AirBnb, Local Web Directories
3. Web Scraping Tools & Tricks
4. Data research with google & Maps
5. Collect Leads from website
6. Data Research with Instagram
7. Data Research with LinkedIn
8. Influencer Data Collect (Instagram+ YouTube)

[FIVERR: Showing Data Entry & Web Research Jobs](#)

## DAY-11

### Virtual Assistant

1. Classified Ad Posting
2. Instagram Posting
3. Work with Calendar with Real Example
4. Mike work Real Example
5. Manage Email
6. Work for Company
7. Product Listing
8. Twitter Research
- 9.

[FIVERR: Showing Virtual Assistant Jobs](#)

## DAY-10

### Data Scraping & Lead Generation

1. Temp Mail
2. Use of tools
3. Instant data scraper
4. Web Scraper Extinction
5. Lead Generation extension
6. Tools: Quillbot
7. Find Email by Google Search
8. Email Extractor
9. Copy Link Text
10. Name2 email by reply
11. Rocket Reach
12. Skrapp
13. Kendo
14. Discoverly
15. Hunter.io
16. Contacts+
17. Clearbit Connect
18. Contactout

[FIVERR: Showing Lead Generation Jobs](#)

## DAY-12

### Canva Related Work

1. Intro with canva
2. Canva Resume Design
3. Canva Profile pic Design
4. Canva Presentation
5. LinkedIn Cover page design
6. Facebook Cover page design
7. Any type designs

[FIVERR: Showing Canva Related Jobs](#)

# DATA ENTRY COURSE MODULE

## DAY-13

### Skip Tracing

1. Skip Tracing
2. What is skip Tracing
3. Motivational Seller
4. Open Corporates
5. FSBO Leads
6. Tax History
7. Real Estate Web directories
8. Property Owners Name and info
9. Skip Tracing Websites
10. ETC

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## DAY-15

### Fiverr Marketplace

#### (Live Support)

1. Marketplace Introduction
2. Fiverr Introduction
3. How to work with Fiverr Marketplace
4. GIG Introduction
5. Category Introduction
6. GIG Research
7. Key Word Research
  - a. Fiverr Account Create
  - b. Fiverr Profile Buildup

## DAY-14

### Job Research to Get Direct Client

1. LinkedIn Job Searching
2. Find Jobs in Indeed
3. Find Jobs with google

## DAY-16

### Fiverr Marketplace

#### (Live Support)

1. GIG Create:
  - a) Title Research
  - b) GIG Image/ Video
  - c) Description (QuillBot Introduction)
  - d) GIG Packaging
  - e) Tag
2. Introduction of Account feather
3. Buyer Request send Tips
4. How to send custom offer
5. Money Withdraw Topics (Payoneer Introduction)
6. Marketing
7. Social Media Marketing
8. Tips & Tricks
9. Introduction with some essential tools