DATA ENTRY & CONTENT CREATION

REMINDER

Project Fee Payment Ends today.

Group (500) and/or personal (1k or 1.5k) Make your payment to:

Acct. No. 5410834620

Name: ICT SAED PROJECT

Bank: MoniePoint

Where possible, indicate Group Number, Roll Number or State code when making transfer or click https://jomorc.com/ict-saed-payment/ to pay online with your ATM Card.

1. 50% discount on any two (2) of 43 Online Courses

2. Access to a world-wide accessible and self-paced training platform.

3. Opportunity to learn at your convince and schedule at Anytime of the day.

4. Access to free 10 e-Books for personal, career and professional development.

5. Subscription fee at N1,000 **ONLY**.

Click https://cmp.jomorc.com/registration/ to join.

Let's Grow Each Other.

- Do you have a side hustle or services that we can patronize?
- Do you own a social media handle that we can help you grow?
- Do you own a YouTube Channel that we can help you grow?

If yes, Share you story and handle on the WhatsApp group. Lets grow together at minimal cost.

Before we get STARTED today, Let's have a visual view of all the 14 **COMPUTER & IT COURSES** offered by Jomo Resource Center.

Follow these steps to view the courses:

1. Visit https://elearn.jomorc.com/
2. Scroll down and Click on "Computer & IT Courses"
3. Scroll down to view the list of the courses.
4. Click on Read More or Buy Now for more details or for check out.

S.N	COURSE	LESSONS	DURATION	PRICE ₦
1	Computer Appreciation	34	3 Weeks	10, 000.00
2	Fast Typing Mastery	50	4 Weeks	10, 000.00
3	Word Processing	39	4 Weeks	12, 000.00
4	Spreadsheet Essentials	43	6 Weeks	12, 000.00
5	Presentation Essentials	43	6 Weeks	12, 000.00
6	Canva Design Mastery	42	3 Weeks	10, 000.00
7	CorelDraw Essentials	42	8 Weeks	20, 000.00
8	WordPress Mastery	42	6 Weeks	25, 000.00
9	Front End Web Development	63	12 Weeks	45, 000.00
10	Back End Web Development	43	12 Weeks	50, 000.00
11	Full Stack Web Development	54	14 Weeks	90, 000.00
12	Programming	46	15 Weeks	120, 000.00
13	Data Analysis	40	10 Weeks	35, 000.00
14	Database Design & Administration	44	8 Weeks	25, 000.00

Quote of the Day

Borrowing Strength fattens weakness but success beautifies it all.

Who is a Data Entry Specialist

A data entry specialist is an individual who is responsible for entering and updating information into computer systems or databases. They typically work with large amounts of data, such as customer records, sales figures, inventory lists, student assessment or other types of data that need to be organized and stored in an electronic format.

In addition to data entry tasks, specialists may also be involved in data validation, data cleaning, or data formatting. They may work in a variety of industries, including healthcare, finance, retail, logistics, education or any other sector that requires accurate data input & management.

Attention to detail, good typing speed, and accuracy are important skills for a data entry specialist. They should also have basic computer skills, be familiar with relevant software tools, and have the ability to handle repetitive tasks efficiently.

Who is a Data Entry Specialist

SERVICES OF A DATA ENTRY SPECIALIST

The primary service provided by a data entry specialist is entering data into computer systems or databases. This includes inputting various types of information such as customer details, product information, financial records, survey responses, or any other data that needs to be captured electronically.

SOFTWARE USE BY
DATA ENTRY
SPECIALISTS

The Major applications used by Data Entry Specialist are:

- Spreadsheet applications like Microsoft Excel, Google Sheets, or Apple Numbers
- Word processing applications like MS Word, Google Doc etc.
- Inquiry Forms like Google Forms etc.

WHO IS A
CONTENT CREATOR?

A content creator is an individual or entity who generates and publishes various forms of content across digital platforms such as websites, social media channels, blogs, podcasts, videos, and more.

These creators produce content in diverse formats including articles, videos, infographics, podcasts, and multimedia presentations with the intent to inform, entertain, educate, or engage their audience.

They often possess expertise, creativity, and a unique perspective on specific topics, and they leverage their skills to create and distribute content tailored to their audience's interests and preferences.

Content creators play a pivotal role in shaping online discourse, building communities, and influencing opinions and behaviors through their compelling and impactful content.

TOOLS USE BY
CONTENT
CREATOR

1. Graphic Design and Image Editing Tools: such as Adobe Photoshop, Adobe Illustrator, Canva & GIMP (GNU Image Manipulation Program)

2. Video Production and Editing Software: such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve & iMovie

3. Audio Recording and Editing Software: such as Audacity, Adobe Audition, GarageBand & Logic Pro

4. Content Management Systems (CMS): such as WordPress, Squarespace, Wix & Joomla

5. Social Media Management Tools: such as Hootsuite, Buffer, Sprout Social & Later

6. Analytics Platforms: such as Google Analytics, YouTube Analytics, Facebook Insights & Twitter Analytics

7. Writing and Editing Software: such as Microsoft Word, Google Docs, ChatGPT, Grammarly & Hemingway Editor

8. Hardware Tools: such as Cameras (DSLR, mirrorless, or smartphone cameras), Microphones (condenser, dynamic, lapel), Lighting equipment (softboxes, ring lights, LED panels) & Tripods and stabilizers

ONLINE MARKETING PLATFORMS FOR
DATA ENTRY SPECIALIST
& CONTENT CREATORS

1. **Upwork:**

   Upwork is a well-known freelancing platform that offers a wide range of job opportunities, including data entry projects. Clients post data entry jobs, and freelancers can submit their proposals and bid on the projects they are interested in.

2. **Freelancer:**

   Freelancer is another popular freelancing platform where clients post data entry tasks, and freelancers can submit their bids. It offers various categories, including administrative support, data entry, and Excel projects.

3. **Fiverr:**

   Fiverr is a platform that allows freelancers to offer their services in various categories, including data entry. Data entry specialists can create their profiles, showcase their skills, and offer data entry services at their desired rates.

4. **Guru:**

   Guru is a freelancing website that connects businesses with freelancers across different industries. Data entry specialists can create profiles, showcase their expertise, and find data entry projects posted by clients.

5. PeoplePerHour:

PeoplePerHour is a freelance marketplace where businesses can hire freelancers for various projects, including data entry. Freelancers can create profiles, set hourly rates, and bid on data entry projects.

6. Toptal:

Toptal is a platform that connects businesses with top freelancers and remote workers. While it primarily focuses on technical skills, it can be a valuable platform for experienced data entry specialists looking for high-quality projects.

7. **Remote.co:**

   Remote.co is a job board that specifically lists remote job opportunities. Data entry specialists can search for remote data entry positions posted by companies seeking remote workers.

8. **LinkedIn:**

   LinkedIn is a professional networking platform where you can create a profile, highlight your data entry skills and experience, and connect with potential clients or employers. You can also join relevant LinkedIn groups and communities to network and find data entry opportunities.
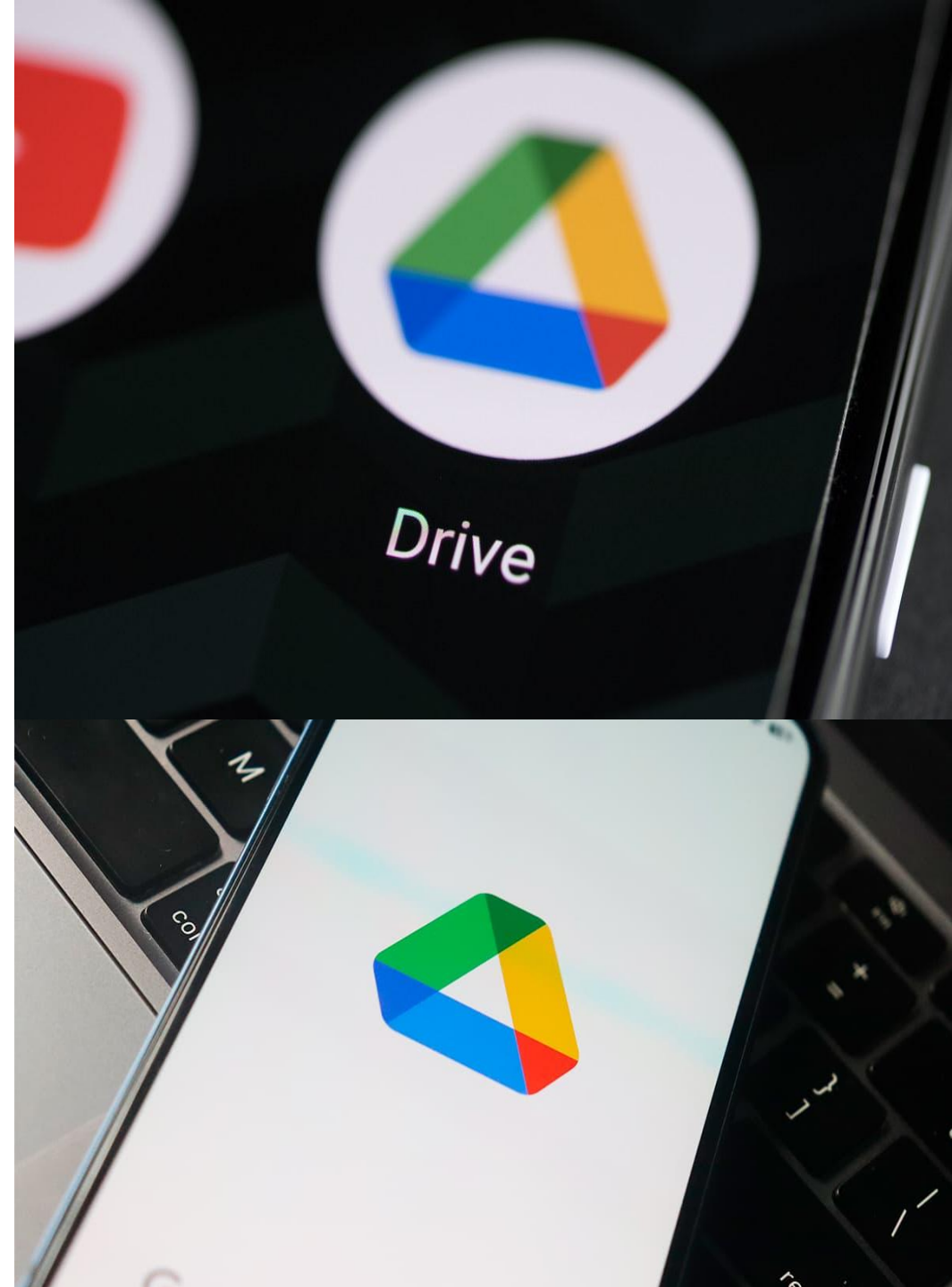
Google Drive is a cloud storage service provided by Google that allows users to store files online, access them from anywhere, and share them with others. Its main features includes:

1. **File Storage:** Google Drive provides users with free storage space (with limited capacity) to store various types of files, including documents, photos, videos, and more.

2. **Accessibility:** Since it's cloud-based, Google Drive allows users to access their files from any device with an internet connection, including computers, smartphones, and tablets. This accessibility makes it convenient for users to work on their files wherever they are.
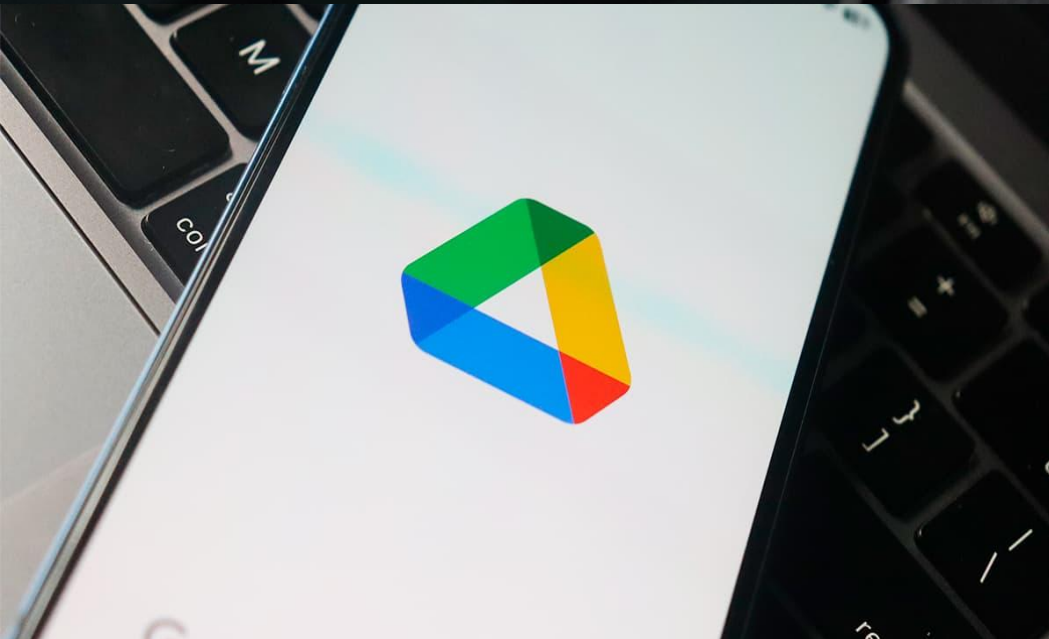
3. **File Sharing:** Users can easily share files and folders stored on Google Drive with others. They can control the level of access granted to each person, such as view-only, comment, or edit permissions.

4. **Collaboration:** Google Drive integrates with other Google services like Google Docs, Sheets, and Slides, enabling real-time collaboration on documents. Multiple users can work on the same document simultaneously, seeing each other's changes in real-time.

5. **Syncing:** Google Drive offers syncing capabilities, allowing users to automatically synchronize files between their devices. Any changes made to a file on one device will be reflected on all other devices connected to the same Google Drive account.
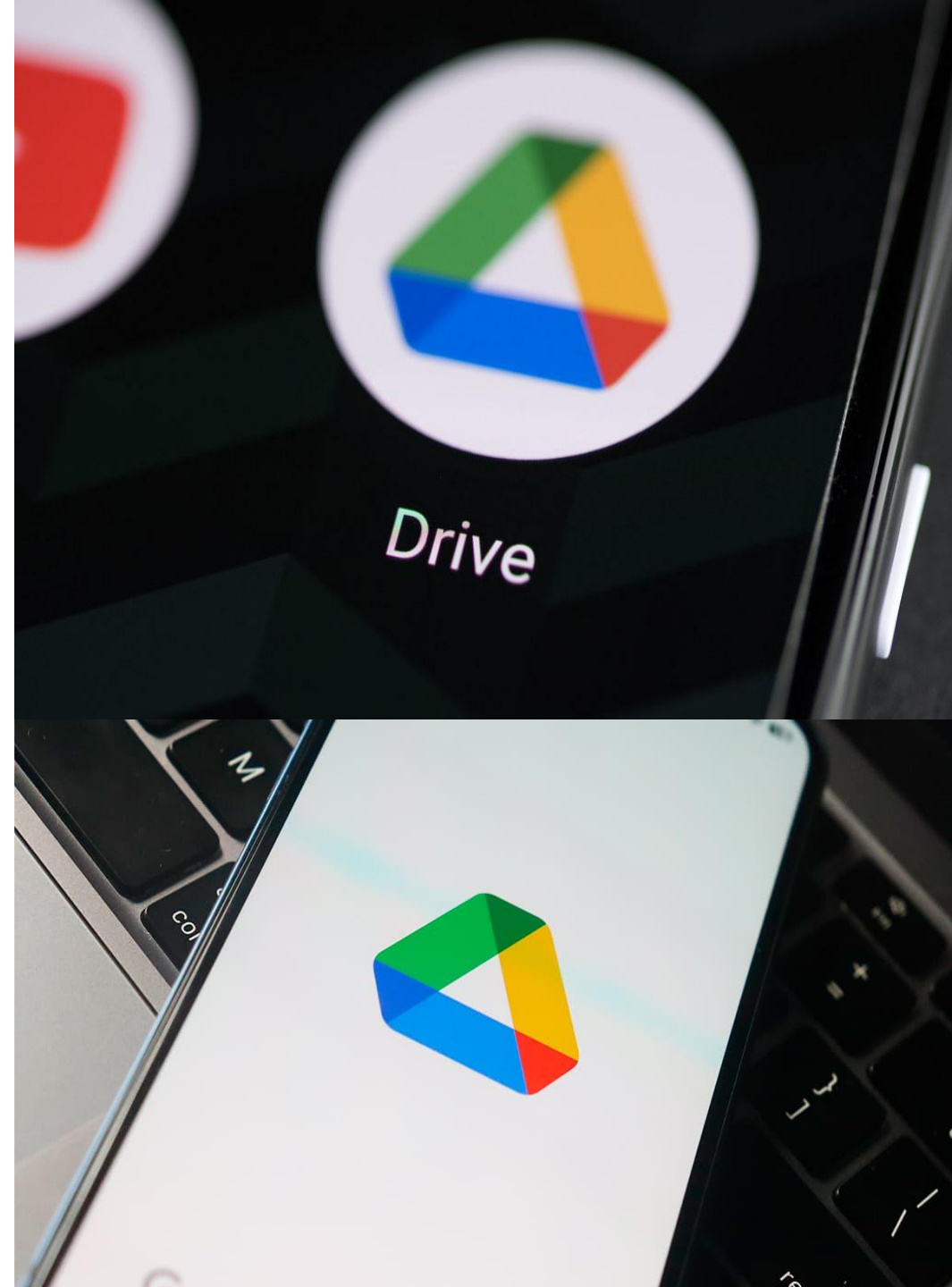
6. *Security:* Google Drive employs robust security measures to protect users' files, including encryption during transit and at rest. Users can also set access permissions to control who can view, edit, or comment on their files.

Overall, Google Drive is a versatile tool for storing, accessing, sharing, and collaborating on files, making it a popular choice for individuals, businesses, and educational institutions alike.

1. **Google Docs:** A word processing application that allows users to create and edit text documents online. It offers features such as real-time collaboration, commenting, and version history.

2. **Google Sheets:** A spreadsheet application for creating and editing spreadsheets online. Users can perform calculations, analyze data, and create charts. Like Google Docs, it also supports real-time collaboration.

3. **Google Slides:** A presentation application for creating and editing slide decks online. Users can add text, images, videos, and animations to their slides. It also supports collaboration features.
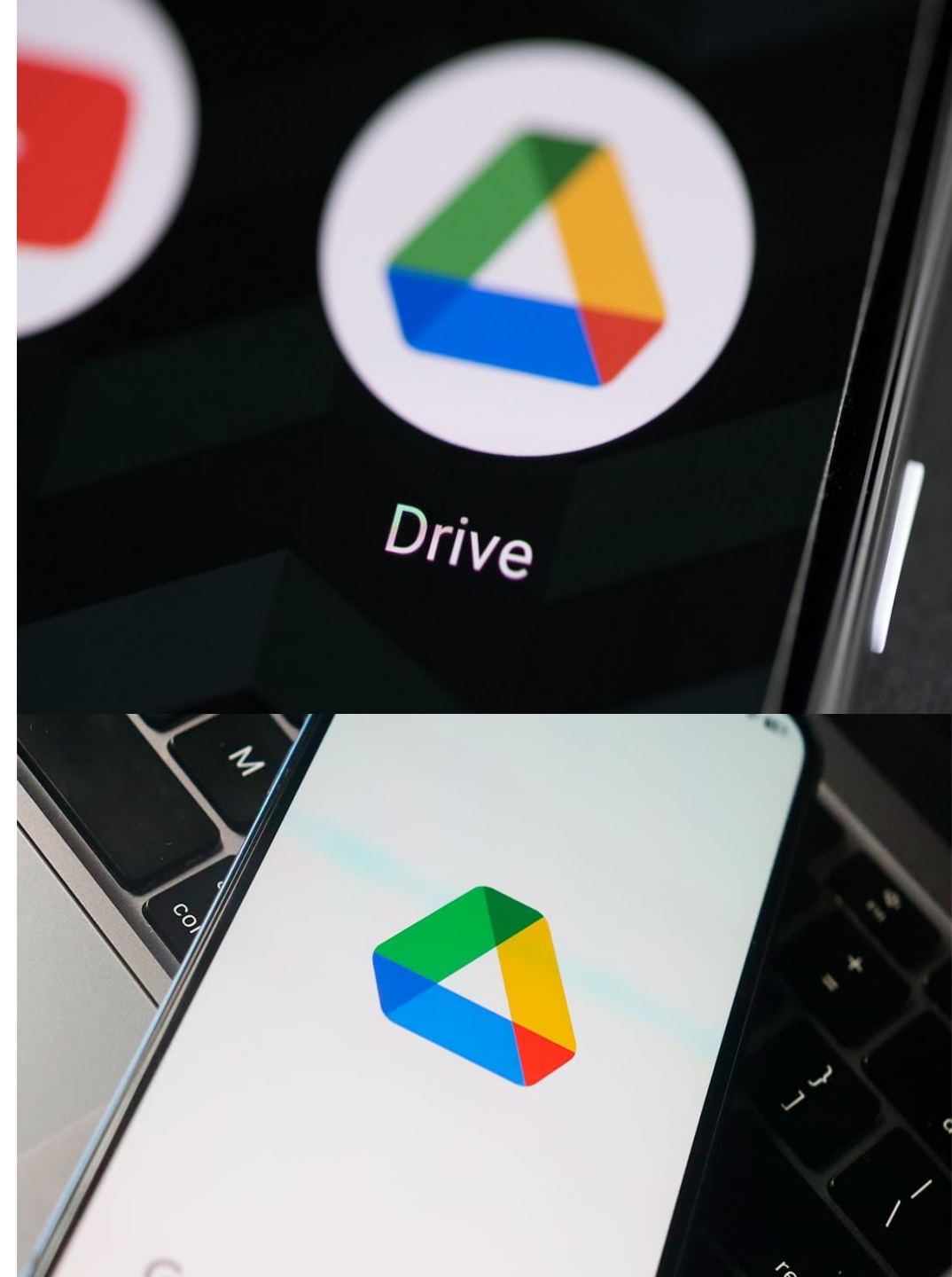
4. **Google Forms:** A tool for creating online forms and surveys. Users can design custom forms with various question types, collect responses, and analyze the data using built-in tools.

5. **Google Drawings:** A vector graphics editor for creating diagrams, flowcharts, and other visual illustrations. It provides a range of drawing tools and shapes to create custom graphics.

6. **Google My Maps:** An application for creating custom maps with personalized markers, routes, and layers. Users can collaborate on maps and share them with others.

7. **Google Jamboard:** A digital whiteboarding application for collaborative brainstorming and sketching. It offers features like sticky notes, drawing tools, and integration with Google Drive.

8. **Google Meet:** A video conferencing platform developed by Google, allowing users to host and join virtual meetings, video calls, and webinars. While it's not a native part of Google Drive, it's often used in conjunction with Google Drive for collaborative purposes.

Additionally, Google Drive integrates with other Google services such as Gmail, Google Photos, and Google Calendar, allowing users to access and manage their files seamlessly across different platforms and applications.
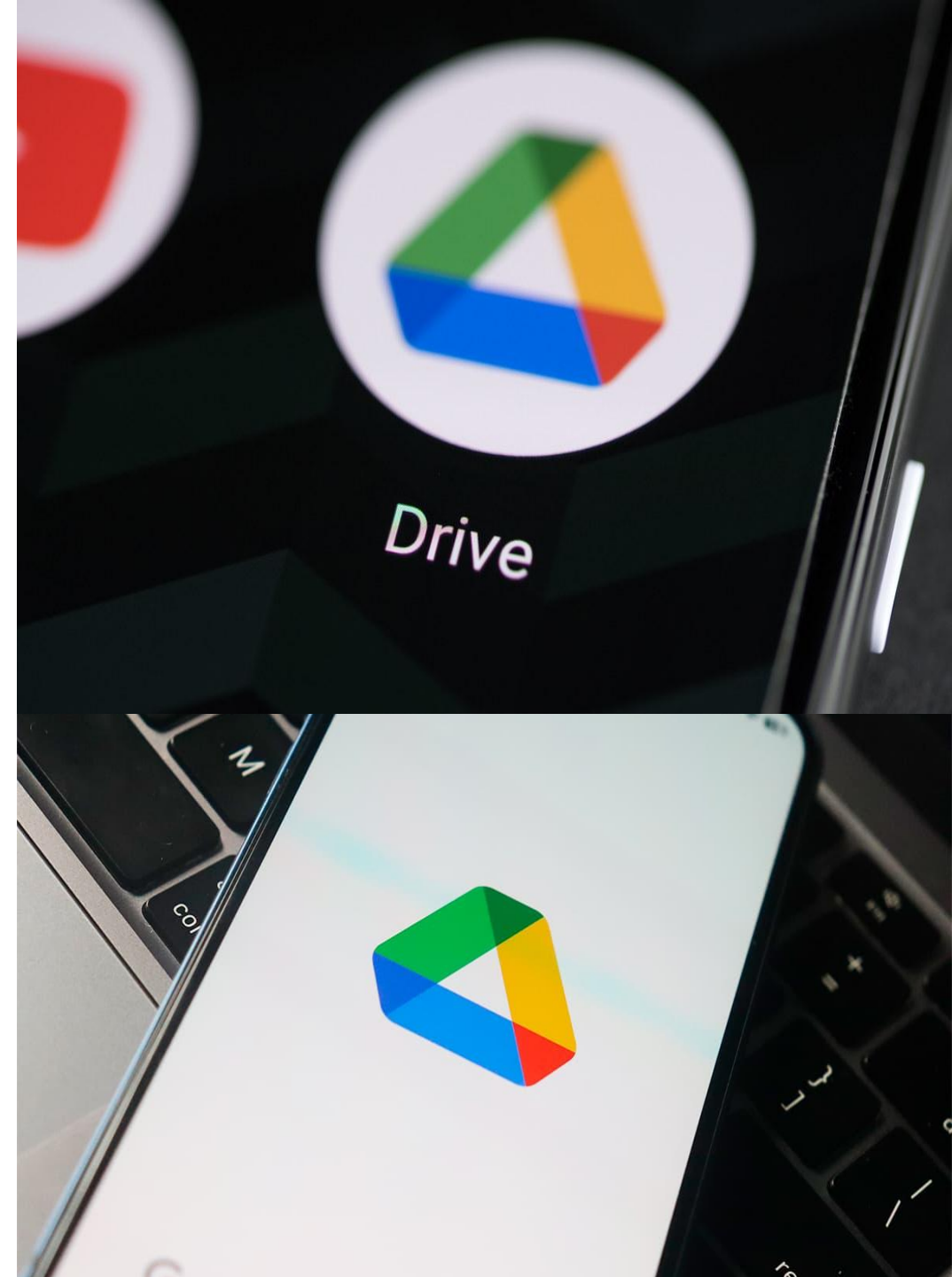
ChatGPT is a conversational AI model developed by OpenAI, based on the GPT (Generative Pre-trained Transformer) architecture. It's designed to understand and generate human-like text based on the input it receives. ChatGPT can engage in a wide range of conversations, answer questions, provide information, offer suggestions, and more. Its main features includes:

1. **Natural Language Understanding:** ChatGPT is trained on a large dataset of human language, enabling it to understand and respond to a wide variety of conversational inputs. It can comprehend context, understand nuances, and generate appropriate responses based on the input it receives.

2. **Conversational Capabilities:** ChatGPT is capable of engaging in free-flowing conversations on a diverse range of topics. Users can interact with ChatGPT as if they were chatting with another person, asking questions, sharing thoughts, or discussing various subjects.

3. **Information Retrieval:** ChatGPT can provide information on a wide range of topics, drawing from its training data and general knowledge. It can answer factual questions, provide explanations, and offer insights based on the input it receives.

4. **Language Generation:** ChatGPT can generate text in a natural and coherent manner, producing responses that are contextually relevant and grammatically correct. It can generate text in various styles and tones, depending on the context of the conversation.

5. *Personalization:* ChatGPT can adapt its responses based on the ongoing conversation, allowing for a more personalized interaction with users. It can remember previous exchanges and maintain context over multiple turns in a conversation.

ChatGPT is a powerful tool for natural language understanding and generation, with applications in customer service, virtual assistants, language translation, content creation, and more. It aims to facilitate seamless and engaging interactions between humans and machines, making it easier for people to communicate and interact with AI systems.

1. Talk to the AI like you would talk to a person
2. Set the stage and provide context
3. Tell the AI to assume an identity or profession
4. Keep ChatGPT on track
5. Don't be afraid to play and experiment
6. Set Limits on the Answers You Get
7. Get Your Answers in Tabular Form
8. Keep Your Audience in Mind
9. Ask for Feedback

Q & A SECTION