



DE

DE - DATA ENTRY**I. Evaluation Description**

Jobs in the DE Unit are designed to evaluate the Employee's ability to use a computer to perform basic data entry skills using Microsoft Excel software. The use of six Jobs sequenced from simple to complex enables the evaluator to identify the Employee's data entry skills and instructional level.

DE1 Enter first and last name

DE2 Enter first and last name, and street address

DE3 Enter name, street, and city

DE4 Enter name, street, city, and zip code

DE5 Enter name, address, and telephone number

DE6 Enter name, address, phone and account number

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of Windows and Microsoft Office Excel software installed on the student computer.

When necessary, the Evaluator assists the Employee in navigating Windows and the Microsoft Office Excel software and assigns the amount of Assistance provided.

Create folders and shortcut icons to Microsoft Programs. See Page A-1 in the Computer Technology Table of Contents.

A. Prerequisite

It is recommended but not necessary Employees demonstrate basic typing skills in **TP - Typing** before attempting **DE - Data Entry**.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables**A. Equipment:**

Computer with Microsoft Excel software Printer

DE - Data Entry folder created on the computer **Desktop***

EMPLOYEE FOLDERS created on the computer **Desktop***

*To download DE folder and Employee Folders: Log in to the PAES Scan website at app.paesscan.com and press the 3 dots next to the lab facility name. Press the download arrow next to CT Setup Files and save to desktop.

B. Laminate Materials:

DE Computer Instruction Cards 1 and 2

DE Data Cards 1 through 6

C. Consumables:

Paper for the printer

D. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

JOB: **DE1**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer **Desktop**
DE - INSTRUCTION CARDS 1 and 2
DE1 DATA CARD

PROCEDURE: You are going to enter the first and last names of 15 different people in an Excel spreadsheet and print the spreadsheet.

1. Open **DE1** by following directions on **DE- INSTRUCTION CARD 1**.
2. **Enter data** by following directions on **DE- INSTRUCTION CARD 1**.
3. The DE1 screen shows two separate columns:

First Name
Last Name
4. Locate the first person's name on the **DE1 DATA CARD**.
5. Enter the person's first name in the column marked First Name.
6. Use the mouse, tab key or arrow keys to move to Last Name.
7. Enter the person's last name in the column marked Last Name.
8. Use the mouse, tab key or arrow keys to move to the First Name for the next person on the **DE1 DATA CARD**.
9. **ENTER** each First and Last Name listed on the **DE1 DATA CARD**.
10. Follow directions on **DE- INSTRUCTION CARD 2** to **PRINT** your work.

CALL A SUPERVISOR

DE1 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow **DE Instruction Card 1** – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow **DE Instruction Card 2** to **Print**.

DE1 - SCORING CRITERIA

1. Check Employee's printed copy against [DE1 Answer Key](#).
2. Close Excel software. **Do Not Save** the DE1 spreadsheet.

DE1 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **DE2**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer **Desktop**
EMPLOYEE FOLDERS on the computer **Desktop**
DE - INSTRUCTION CARDS 1 and 2
DE2 DATA CARD

PROCEDURE: You are going to enter the name and street address of 10 different people in an Excel spreadsheet then print and save.

1. Open **DE2** by following directions on **DE - INSTRUCTION CARD 1**.
2. **Enter data** by following directions on **DE - INSTRUCTION CARD 1**.
3. The DE2 screen shows 3 separate columns:

First Name
Last Name
Street Address
4. **ENTER** the First Name, the Last Name, and the Street Address for each person on the **DE2 DATA CARD**.
5. Follow directions on **DE - INSTRUCTION CARD 2**:

PRINT your work
SAVE your work
CLOSE the Excel Software

DE2 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow DE Instruction Card 1 – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow DE Instruction Card 2 – Print - Save - Close Excel Software.

DE2 - SCORING CRITERIA

1. Check Employee's printed copy against [DE2 Answer Key](#).
2. Excel software is CLOSED.
3. **Employee's DE2 document is saved** in Employee's Folder on Desktop.

DE2 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **DE3**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer Desktop
EMPLOYEE FOLDERS on the computer Desktop
DE - INSTRUCTION CARDS 1 and 2
DE3 DATA CARD

PROCEDURE: You are going to enter the names, street addresses, and cities for 10 different people in an Excel spreadsheet then print and save.

1. Open **DE3** by following directions on **DE - INSTRUCTION CARD 1.**
2. **Enter data** by following directions on **DE - INSTRUCTION CARD 1.**
3. The screen shows 4 separate columns:

First Name
Last Name
Street Address City
4. **ENTER** the data for each person on the **DE3 DATA CARD.**
5. Follow directions on **DE - INSTRUCTION CARD 2:**

PRINT your work

SAVE your work

CLOSE the Excel Software

DE3 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow DE Instruction Card 1 – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow DE Instruction Card 2 – Print - Save - Close Excel Software.

DE3 - SCORING CRITERIA

1. Check Employee's printed copy against [DE3 Answer Key](#).
2. Excel software is CLOSED.
3. **Employee's DE3 document is saved** in Employee's Folder on Desktop.

DE3 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **DE4**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer **Desktop**
EMPLOYEE FOLDERS on the computer **Desktop**
DE - INSTRUCTION CARDS 1 and 2
DE4 DATA CARD

PROCEDURE: You are going to enter the names and addresses of 7 different people in an Excel spreadsheet then print and save.

1. Open **DE4** by following directions on **DE - INSTRUCTION CARD 1.**
2. **Enter data** by following directions on **DE - INSTRUCTION CARD 1.**
3. The screen shows 6 separate columns:

First Name
Last Name
Street Address
City
State
Zip Code

4. **ENTER** the data for each person on the **DE4 DATA CARD.**
5. Follow directions on **DE - INSTRUCTION CARD 2:**

PRINT your work
SAVE your work
CLOSE the Excel Software

DE4 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow DE Instruction Card 1 – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow DE Instruction Card 2 – Print - Save - Close Excel Software.

DE4 - SCORING CRITERIA

1. Check Employee's printed copy against [DE4 Answer Key](#).
2. Excel software is CLOSED.
3. **Employee's DE4 document is saved** in Employee's Folder on Desktop.

DE4 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **DE5**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer **Desktop**
EMPLOYEE FOLDERS on the computer **Desktop**
DE - INSTRUCTION CARDS 1 and 2
DE5 DATA CARD

PROCEDURE: You are going to enter the names, street addresses, and phone numbers for 7 different people in an Excel spreadsheet then print and save.

1. Open **DE5** by following directions on **DE - INSTRUCTION CARD 1.**
2. **Enter data** by following directions on **DE - INSTRUCTION CARD 1.**
3. The screen shows 7 separate columns:
 - First Name
 - Last Name
 - Street Address
 - City
 - State
 - Zip Code
 - Telephone Number
4. **ENTER** the data for each person on the **DE5 DATA CARD.**
5. Follow directions on **DE - INSTRUCTION CARD 2:**

PRINT your work

SAVE your work

CLOSE the Excel Software

DE5 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow DE Instruction Card 1 – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow DE Instruction Card 2 – Print - Save - Close Excel Software.

DE5 - SCORING CRITERIA

1. Check Employee's printed copy against [DE5 Answer Key](#).
2. Excel software is CLOSED.
3. **Employee's DE5 document is saved** in Employee's Folder on Desktop.

DE5 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.

JOB: **DE6**

UNIT: **DATA ENTRY**

MATERIALS: Computer with Microsoft Excel software
DE - Data Entry folder on the computer **Desktop**
EMPLOYEE FOLDERS on the computer **Desktop**
DE - INSTRUCTION CARDS 1 and 2
DE6 DATA CARD

PROCEDURE: You are going to enter the names, street addresses, phone numbers, and account numbers of 7 different people in an Excel spreadsheet then print and save.

1. Open **DE6** by following directions on **DE - INSTRUCTION CARD 1.**
2. **Enter data** by following directions on **DE - INSTRUCTION CARD 1.**
3. The screen shows 8 separate columns:

First Name
Last Name
Street Address
City
State
Zip Code
Telephone Number
Account Number

4. **ENTER** the data for each person on the **DE6 DATA CARD.**
5. Follow directions on **DE - INSTRUCTION CARD 2:**

PRINT your work
SAVE your work
CLOSE the Excel Software

DE6 - SET UP * Confirm Job was disassembled per instructions.

REMOVE DE printed copies from the DE Job Box.

Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Follow DE Instruction Card 1 – Start Up and Data Entry Instructions.
2. Locate EMPLOYEE FOLDERS and their Employee Folder on Desktop.
3. Follow DE Instruction Card 2 – Print - Save - Close Excel Software.

DE6 - SCORING CRITERIA

1. Check Employee's printed copy against [DE6 Answer Key](#).
2. Excel software is CLOSED.
3. **Employee's DE6 document is saved** in Employee's Folder on Desktop.

DE6 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in DE Job Box.
2. Printed pages can go home or to **MT Recycle LETTERS** box.



ANSWER KEYS

DE Answer Keys

DE1

Roger	Banks
David	Coons
Jim	Haller
Mark	King
Helen	Link
Jane	Martin
Ann	Payne
Beth	Sharp
Sam	Taylor
Vicki	White
Sue	Williams
Sean	Jackson
Becky	Jones
Pat	Moore
John	Smith

DE2

Ben	Adams	7321 W. 83rd
Scott	Baker	823 N. Lowell
Mary	Rogers	2211 W. 100th
Don	Brown	5001 W. 97th
Bob	Davis	6905 Raytown Rd
Matt	Burns	7618 Willow Ln
Lisa	Hayes	8945 Somerset
Jill	Lewis	2456 N. Main
Donna	Dalton	339 E. Howard
Steve	Chandler	815 S. Broadway

DE3

Robie	Williams	P.O. Box 331	Houston
Mike	Seymour	3001 Johnson Dr.	Oakland
Diana	Smith	7000 E. 23rd	Topeka
Joel	Haynes	719 N. Shaw	Buffalo
James	Meyers	805 E. Noland	Dayton
Jack	Hayford	731 Ames Blvd.	Stillwater
Ken	Copeland	7733 N. Haven	Dallas
James	Kennedy	977 W. Normandy	Miami
Charles	Capps	372 E. Sunrise	Phoenix
Carl	Johnson	1178 S. Pine	Portland

DE Answer Keys

DE4

Penny	Yates	3435 N. Williams	Memphis,	TN	38125
Russell	Olson	6701 S. Park	Madison,	WI	53713
Margaret	Asbill	1954 Cathay	Denver,	CO	80221
Craig	Roberts	553 Hemphill	Pittsburg,	PA	15213
Wynne	Begun	3003 W. 94th	Dallas,	TX	75211
Marsha	Hayes	7223 N. Penn	Sante Fe,	NM	87501
Vandra	Solomon	2754 Mustang Pass	Billings,	MT	59102

DE5

Fran	Sanchez	167 N. Holbrook	Akron,	OH	44321	216-883-2321
Larry	Baker	3850 Casey	Anaheim,	CA	92815	714-794-2860
Ted	Backs	1442 S. Franklin	Detroit,	MI	48234	313-289-5533
Sandy	Baccinelli	119 Mustang Pass	High Plains,	TX	77511	713-724-6372
Ray	Showalter	2411 N. Mayfield	Trenton,	NJ	08611	316-663-5729
Paul	James	2231 S. Way	Norfolk,	VA	23511	804-745-7232
Lois	Showalter	P.O. Box 456838	Victory,	KS	67502	316-663-7321

DE6

Sara	Lander	6890 E. 39th	Louisville	KY	40245	502-557-9487	L38590
Leda	Hoffman	7173 Chester	Fresno,	CA	93725	209-326-4462	H33243
Jim	Deem	721 Foster	Chicago,	IL	60607	312-577-4346	D58591
Marsha	Fields	2240 Maple	Orlando	FL	32827	407-221-3577	F53598
Chris	Owens	321 Fountain	Seattle,	WA	98155	206-908-4656	D44758
Jay	McDonald	6845 W. 90th	Fairbanks,	AK	99709	907-223-4106	M33567
Alex	Hayes	403 S. Elm	Atlanta,	GA	30305	404-683-5354	H50678



LAMINATED ITEMS

COMPUTER TECHNOLOGY

DE - INSTRUCTION CARD 1

START UP INSTRUCTIONS

1. **Locate** and **double click on** the **DE Data Entry** folder located on the computer **Desktop**.
2. **Double Click** on the appropriate **DE file (DE1, DE2, etc.)** to open the file in Microsoft Excel.
3. **Click** on the **Enable Editing** button.

DATA ENTRY INSTRUCTIONS

1. There are 3 options for Entering Data in the correct cell:
 - a. **Use the mouse** to click inside the appropriate cell.
 - b. **Use the TAB key** to move to the appropriate cell.
 - c. **Use the arrow keys** to move to the appropriate cell.
2. Use the Shift key to type upper case letters.
3. If you make a mistake:
 - a. Double click in the cell.
 - b. Click ONE place to the RIGHT of the mistake.
 - c. Press **BACKSPACE** to remove the data entry error.
 - d. Type the correct data.

COMPUTER TECHNOLOGY

DE - INSTRUCTION CARD 2

PRINT YOUR WORK

1. Check the printer to see that it is turned on.
2. Locate the **Print** option for the Excel software.
3. Click on Print or OK.

SAVE YOUR WORK

1. Locate and click on the **Save As** option in the Microsoft Excel software.
2. Click the **Browse** button and locate **Desktop**.
3. Click on **Desktop**.
4. Locate and double click on **EMPLOYEE FOLDERS** located on the right side of the screen.
5. Locate and double click on the **folder with your name**.
6. Click in the box next to **File Name** to type a new name for the document.
7. Type the **Job Code (DE1, DE2, DE3 etc.)** and **Your Name:**
For example: DE2 Jane Smith
8. Click on **SAVE**.

Close Excel Software

1. Locate and click on the **Exit** option.
2. Or, click on the **X** option in the upper right corner of the screen.

DE 1 DATA CARD

	FIRST NAME	LAST NAME
1.	Roger	Banks
2.	David	Coons
3.	Jim	Haller
4.	Mark	King
5.	Helen	Link
6.	Jane	Martin
7.	Ann	Payne
8.	Beth	Sharp
9.	Sam	Taylor
10.	Vicki	White
11.	Sue	Williams
12.	Sean	Jackson
13.	Becky	Jones
14.	Pat	Moore
15.	John	Smith

DE 2 DATA CARD

	FIRST NAME	LAST NAME	STREET ADDRESS
1.	Ben	Adams	7321 W. 83rd
2.	Scott	Baker	823 N. Lowell
3.	Mary	Rogers	2211 W. 100th
4.	Don	Brown	5001 W. 97th
5.	Bob	Davis	6905 Raytown Rd
6.	Matt	Burns	7618 Willow Ln
7.	Lisa	Hayes	8945 Somerset
8.	Jill	Lewis	2456 N. Main
9.	Donna	Dalton	339 E. Howard
10.	Steve	Chandler	815 S. Broadway

DE 3 DATA CARD

	FIRST NAME	LAST NAME	STREET ADDRESS	CITY
1.	Robie	Williams	P.O. Box 331	Houston
2.	Mike	Seymour	3001 Johnson Dr.	Oakland
3.	Diana	Smith	7000 E. 23rd	Topeka
4.	Joel	Haynes	719 N. Shaw	Buffalo
5.	James	Meyers	805 E. Noland	Dayton
6.	Jack	Hayford	731 Ames Blvd	Stillwater
7.	Ken	Copeland	7733 N. Haven	Dallas
8.	James	Kennedy	977 W. Normandy	Miami
9.	Charles	Capps	372 E. Sunrise	Phoenix
10.	Carl	Johnson	1178 S. Pine	Portland

DE 4 DATA CARD

1. Penny Yates
3435 N. Williams
Memphis, TN 38125
2. Russell Olson
6701 S. Park
Madison, WI 53713
3. Margaret Asbill
1954 Cathay
Denver, CO 80221
4. Craig Roberts
553 Hemphill
Pittsburgh, PA 15213
5. Wynne Begun
3003 W. 94th
Dallas, TX 75211
6. Marsha Hayes
7223 N. Penn
Sante Fe, NM 87501
7. Vandra Solomon
2754 Mustang Pass
Billings, MT 59102

DE 5 DATA CARD

1. Fran Sanchez
167 N. Holbrook
Akron, OH 44321
216-883-2321
2. Larry Baker
3850 Casey
Anaheim, CA 92815
714-794-2860
3. Ted Backs
1442 S. Franklin
Detroit, MI 48234
313-289-5533
4. Sandy Baccinelli
119 Mustang Pass
High Plains, TX 77511
713-724-6372
5. Ray Showalter
2411 N. Mayfield
Trenton, NJ 08611
316-663-5729
6. Paul James
2231 S. Way
Norfolk, VA 23511
804-745-7232
7. Lois Showalter
P. O. Box 456838
Victory, KS 67502
316-663-7321

DE 6 DATA CARD

1. Sara Lander
6890 E. 39th
Louisville, KY 40245
502-557-9487
L38590

5. Chris Owens
321 Fountain
Seattle, WA 98155
206-908-4656
D44758

2. Leda Hoffman
7173 Chester
Fresno, CA 93725
209-326-4462
H33243

6. Jay McDonald
6845 W. 90th
Fairbanks, AK 99709
907-223-4106
M33567

3. Jim Deem
721 Foster
Chicago, IL 60607
312-577-4346
D58591

7. Alex Hayes
403 S. Elm
Atlanta, GA 30305
404-683-5354
H50678

4. Marsha Fields
2240 Maple
Orlando, FL 32827
407-221-3577
F53598