

Data Entry Jobs : What Types of Jobs Exist and Is There Money To Make?

Typing

Data entry jobs related to typing are the most common. Almost any subject and genre of business has need for typing working. Many of these jobs are easily commissioned out to home workers. The most needed credentials are attention to detail, a good command of English language, structure, punctuation and spelling and absolute accuracy in the above areas as well. Typing jobs sent to home workers come from small businesses who don't have enough work to warrant hiring an employee. They also come from large businesses that have learned the economic advantages to contract work. Many businesses of all sizes can realize advantages through contracting typing work and other data entry projects.

Editing

Another of the data entry jobs which are able to be transported to home based businesses is that of editing previously typed or prepared materials for accuracy. Even the most careful typist will occasionally make syntax errors or punctuation errors that are difficult to perceive when reading back over the typed work. However, if an editor looks at the work, such errors usually jump out at the reader. For work that is critically important for accuracy, an editor can be employed to review previously completed work for accuracy and completeness. Every company wants finished written products under the name of the company to be something to be proud of.

Statistical

Data entry jobs in the statistical field usually go to home based workers who are fast on a calculator or keyboard. These jobs often involve entering names and addresses in a database or making revisions to existing database fields. As may be expected, absolute accuracy is of critical importance in this type of work. Sometimes the entries are done twice by different workers and then the work is checked through a merge and correct software program to further ensure accuracy. If you are the type of worker who wants a little excitement in your project, this kind of work may not work well for you, since it tends to be routine and repetitive.

Transcription

If you are good at typing and familiar with syntax and spelling in the English language, transcription data entry jobs may be just the answer for you. A transcriptionist listens to recorded audio or video materials and types out what is being said so that there is a written record of the spoken word. Transcription of radio shows or interviews and of teleseminar conferences and calls are becoming quite common amongst marketing experts. Transcription typists are paid either by the audio hour or by the typewritten page and can do quite well financially in preparing such material.

Medical

Data entry jobs in the medical field are highly specialized. This is because there are so many medical terms that may be unfamiliar to the general public. A misspelling in a medical term can create all sorts of legal and medical entanglements. These workers usually are responsible for transcribing case notes that have been dictated by medical professionals and serve as a written documentation of patient care and diagnosis.

About the Author

There are many resource locations available on the internet to help you with jobs in data entry. One of the best is [Data Entry](#) or [Data Entry Jobs](#). Visit the web site for tips, hints and great links to explore.