

Computerized Typing

Participants will gain intense hands-on touch type instruction using a QWERTY keyboard

Target Audience:	This course is designed for individuals desiring to learn the basic skills of touch typing while increasing speed accuracy and productivity.
Hands on Training:	30 hours
Practice Time	10 hours
Completion Results:	Upon successful completion student will type 35wpm accurately with less than 4 errors.

Touch Typing Introduction

- ▶ Getting Started with Touch Typing
- ▶ Wrist Position
- ▶ Six Golden Rules

Finger Chart

- ▶ The Home Keys
- ▶ Wrist Position
- ▶ Posture

The Home Keys

- ▶ Adding G & H: Words
- ▶ Adding G & H: Warm-up
- ▶ Home Keys: Warm-up

The Upper Row

- ▶ Upper Row Q & P
- ▶ Upper Row W & O
- ▶ Upper Row T & Y
- ▶ Upper Row R & U: Words
- ▶ Upper Row R & U: Warm-up
- ▶ Upper Row E & I: Words

The Bottom Row

- ▶ Bottom Row Z & Forward Slash
- ▶ Bottom Row X & Full-stop
- ▶ Bottom Row C & Comma
- ▶ Bottom Row B & N

Typing Speed Tests

- ▶ Speed Typing Test

Speed Test

- ▶ Speed Test 1 – 10
- ▶ Common Key Combinations
- ▶ Speed Practice