

Typing – Keyboarding A - Z

What do I need?

Learners should be able to read and write in English. ABET or equivalent knowledge is essential for attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for learners who have no previous experience in typing. This is a thorough and slow paced course which will provide the learner with basic foundational skills required to type accurately.

Getting Started

Using the KAZ Method
Proper Keyboarding Posture
The Keyboard

The Five Key Phrases

Touch Typing
Using the Space Bar
Using the Enter Key

Words and Sentences

The First Two Fingers
The First, Third and Fourth Fingers
Third and Fourth Fingers of the Left Hand
Sentences

Capitalisation, Punctuation and Numbers

Shift Key and Caps Lock
Typing numbers
Using Shift to type Special Characters
Punctuation Keys

The Numeric Keypad

Touch type the numbers on the Numeric Keypad

Speed and Accuracy

Develop Speed and Accuracy using:

- Short Phrases
- Complete Sentences

Speed Drills

