

Keyboarding Skills

1 Day (9am to 4pm)

Course Description

A computer is only as good as the person telling it what to do! If you're a two-finger typist, you're missing the most obvious way of getting your software to do your work more efficiently. This course teaches you what you need to know to become a proper touch typist, so that by the end of the day all you'll need to do is practice what you've learned to become a speed demon on your keyboard.

Course Prerequisite: None.

Topics Covered

Introduction to KAZ – Keyboarding A to Z

Getting started

The Keyboard

Proper Finger Positioning

The Five Key Phrases

The first key phrase – 2 Fingers of Each Hand

The second key phrase – 3 Fingers of Each Hand

The third key phrase – 4 Fingers of Each Hand

The fourth key phrase – Using Both Hands

The fifth key phrase – Unusual Characters

Words And Sentences

The first two fingers

The first, third, and fourth fingers

The third and fourth fingers of the left hand

Sentences

Capitalization, Punctuation, And Numbers

Capitalization

The number row

Punctuation

Keyboard Shortcuts – Using Ctrl and Alt

The Numeric Keypad

Playing with numbers

Speed And Accuracy

Improving speed and accuracy

Speed drills

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at:

www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at:

www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development

Computer Help is a division of MPM Skills Development Inc.

Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1

Phone: 416-494-4912, Fax: 416-494-9952, www.Computer-Help.ca

Classroom Locations: Toronto, North York, Mississauga, Newmarket

