



Quick Keyboarding

This course is designed for students who wish to learn to type by touch using all their fingers. At the end of the first session, the students will be able to type all the letters of the alphabet, the horizontal numbers, comma and period on the keyboard without looking at their fingers. After a week of practice using a scientifically designed book, the students will return to learn new techniques to increase speed and improve accuracy.

Who should take this course?

This course is for beginners and “hunt and peck” typists who want to learn to type without looking at the keys or their fingers.

Course Objectives

- Type by touch, using all the fingers.
- Recall correct key locations.
- Use the correct fingers on the appropriate keys.
- Increase speed.
- Improve accuracy.
- Trust in sense of touch.
- Develop typing rhythm.

Course Details

- Length: 4 hours
- Format: Classroom
- Prerequisites: None



Course Contents

- ◆ **Learn proper position at keyboard**
- ◆ **Tap keys while watching a model on the video**
- ◆ **Type combinations of letters incorporating four senses**
- ◆ **Locate and type horizontal numbers, comma and period**
- ◆ **Capitalize letters using the proper technique.**
- ◆ **Practice installing software for practice at home.**
- ◆ **Review horizontal numbers, punctuation and capitalization.**
- ◆ **New symbols presentation**
- ◆ **Speed drill**
- ◆ **Timings**
- ◆ **Practice in Skillbuilder**
- ◆ **Design remedial lesson**