

Duration: 1 day

Who should attend: This course is designed for anyone who wants to be able to produce fast, accurate touch typing and keyboarding to 60+ words per minute (wpm).

Pre-requisite: Delegates MUST be experienced in touch typing using the QWERTY keyboard system with a minimum speed of 50 wpm. Ideally, they would have attended our Touch Typing Intermediate course.

By the end of this course, delegates will:

- Have identified your most common typing errors and practiced strategies for correction
- Practiced typing some of the most common combination keys
- Have sustained faster typing speeds over varying timescales
- Be able to type at 60 wpm or more
- Produce 98% accurate copy

Topics

Introduction & Course Outline

Getting started

- Posture
- Wrist Position
- Top Tips to Type Faster

How to calculate WPM typing speed

Typing Test – baseline test

Speed Practice

Identifying your error

Error practice exercises

Common Key Combination Exercises

Speed progress testing

A Personal Action Plan