

Touch Typing - Beginners

Duration: 1 day

Who should attend: This course is designed for anyone who wants to learn the skill of touch typing and provides the basis for developing increased speed, accuracy and productivity

Aims: This intensive, hands on one-day workshop teaches delegates to type on a QWERTY keyboard using the correct fingers without looking at their fingers or the keys. It will also teach good posture at the keyboard to minimise repetitive strain injury (RSI).

By the end of the course, delegates will:

- Know the correct posture to use when using a keyboard
- Use the correct finger positions using a QWERTY keyboard
- Produce typewritten copy without looking at the keyboard
- Apply an effective practice regime to build speed and accuracy

Topics

Introduction & Course Outline

Getting started

- Posture
- Wrist Position
- The Keyboard
- The Home Keys
- Finger Chart
- 6 Golden Rules

The Home Keys

The Home Row

Upper Row

Bottom Row

Apostrophe & Back Slash

Capital Letters

Numbers

Speed Passage – Copy Typing Test

Audio Typing Test

Hand Exercises

Keyboard Shortcuts

Further Practice

A Personal Action Plan