

Touch Typing - Intermediate

Duration: 1 day

Who should attend: This intensive, hands on, one-day workshop is designed to build the proficiency of touch typing, increasing speed, and improving accuracy.

Pre-requisite: Delegates MUST have the basics of touch typing – that is they must be able to use the correct finger positioning on a QWERTY keyboard without looking at their fingers. Ideally, they will have attended our Touch Typing – Beginners course.

By the end of this course, delegates will:

- Type copy without looking at your fingers
- Identify your own common typing errors and have practice strategies for correction
- Have practiced using shift key and numbers
- Increased typing speed and reduced error rate

Topics

Introduction & Course Outline

Getting started - Refresher

- Posture
- Wrist Position
- The Keyboard

Warm up exercises

Copy Typing Test (pre- and post-course)

Typing Passages Exercises

Speed Practice

Identifying your errors

Error practice exercises

Shift Key practice

Number revision

Progress Check – Test

Hand Exercises

Keyboard Shortcuts

Further Practice

A Personal Action Plan