

Gearing You For Growth

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Keyboard Skills

Course Overview

Good typing and keyboarding skills are essential in today's workplace. Those who know how to touch type with ten fingers without looking down at the keyboard are usually more focused, more efficient, and more productive. Typing Skill course is designed to help learners master touch typing in as little as 90 minutes.

Through a combination of word association and your natural dexterity, you will learn how to type using all ten fingers and how to make firm keystrokes without looking at the keyboard or growing fatigued. This course contains numerous figures and illustrations to help you easily identify the keys you will focus on in each lesson as well as hands-on exercises to help you practice your new skills and test your understanding of the content.

The learning objectives for keyboarding A to Z are listed below. They have been developed to guide you, the reader, to the core issues covered in this course.

Specific learning objectives include:

- To use the keyboard with correct posture and identify the home keys and their importance in touch-typing.
- To touch type all the letter keys.
- To touch-type the letter keys with increased speed and accuracy.
- To touch-type capital letters, special characters, and standard punctuation.
- To touch-type numbers on a numeric keypad.
- To develop speed and accuracy and calculate words per minute typing speed.

Target Audience

Office workers, information workers, receptionists, secretaries, administrators, sales people, and anyone willing to learn computer Typing Skills.

Prerequisites

There are no prerequisites for this course.

Duration

- 1 Day



Course Outline

Module 1: Getting Started with KAZ

- Benefits of the KAZ Method.
- Keyboarding Posture.
- The Keyboard.

Module 2: The Five Key Phrases

- Using the Key Phrases.
- Typing the First Key Phrase.
- Typing the Second Key Phrase.
- Typing the Third Key Phrase.
- Typing the Fourth Key Phrase.
- Typing the Fifth Key Phrase.

Module 3: Words and Sentences

- Typing with the First Two Fingers.
- Typing with the First, Third, and Fourth Fingers.
- Typing with the Third and Fourth Fingers of the Left Hand.
- Typing Sentences.

Module 4: Capitalization, Numbers, and Punctuation

- Using Capital Letters.
- Using Number Row.
- Using Punctuation Keys.

Module 5: The Numeric Keypad

- Playing with Numbers.

Module 6: Speed and Accuracy

- Improving Speed and Accuracy.
- Speed Drills.