

Duration 5 days

Overview

This course takes absolute beginners and frustrated two finger typists and turns them into proficient keyboard users. Through a series of carefully graduated exercises both speed and accuracy are developed to a rate of 25 words per minute.

Recommended for

Staff who use a computer keyboard for a large part of their daily work

Prerequisites

None. All ability ranges in mixed groups.

Objectives

At the end of the training the delegate will be able to successfully:

- Touch type
 - Use basic document layout techniques
 - List the function of keyboard keys
 - Demonstrate correct posture at the keyboard
- using the documentation and support provided.