Typing Skills
Keyboarding A - Z

What Can You Expect?

This course is designed for learners who have no previous experience in typing.
This is a thorough and slow paced course which will provide the learner with basic foundational skills required to type accurately.

What Is Required From You?

Learners should be able to read and write in English. ABET or equivalent knowledge is essential for attending this course.

1 Day Course Content

Getting Started
- Using the KAZ Method
- Proper Keyboarding Posture
- The Keyboard

The Five Key Phrases
- Touch Typing
- Using the Space Bar
- Using the Enter Key

Words & Sentences
- The First Two Fingers
- The First, Third and Fourth Fingers
- Third and Fourth Fingers of the Left Hand
- Sentences

Capitalisation, Punctuation & Numbers
- Shift Key and Caps Lock
- Typing numbers
- Using Shift to type Special Characters
- Punctuation Keys

The Numeric Keypad
- Touch type the numbers on the Numeric Keypad

Speed & Accuracy
- Develop Speed and Accuracy using:
  - Short Phrases
  - Complete Sentences
- Speed Drills

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will have a much better understanding of your keyboard. You will know where to find keys and how to type accurately. With continued practise, your speed and accuracy will improve too.