

GLOSSARY

Critical Thinking

With Mike Figliuolo

Use these terms and definitions below to understand concepts taught in the course.

Transcript Search: note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
Dvorak	A keyboard layout developed by August Dvorak and formatted in a way that increases typing speed
home row	The location on the keyboard where your fingers should rest when they are not actively typing a letter, which is always in the middle of the keyboard
numeric keypad	The rectangular group of buttons to the right side of the keyboard that contains all numbers, as well as some mathematical functions
tab key	A key on the keyboard above the “caps lock” key that allows typists to indent paragraphs or to jump from one box to another in an online form
QWERTY	A keyboard layout in which the top left row of letters spells out Q – W – E – R – T – Y; this is the standard layout of most keyboards
wpm	An acronym for “words per minute,” and used to measure typing speed