

# CL1000-INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

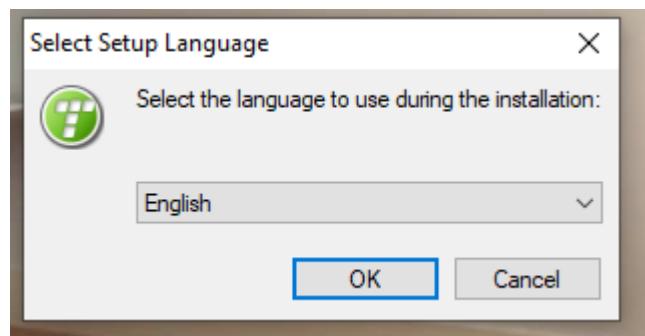
## Introduction to Typing Master

Typing master is a free offline tool to learn and improve your typing. Open a browser and go to the following URL

<https://www.typingmaster.com/typing-tutor/free-download.html>

And download the latest version on your personal computer or access it on the Datum server using the method shown in Lab 01 Manual.

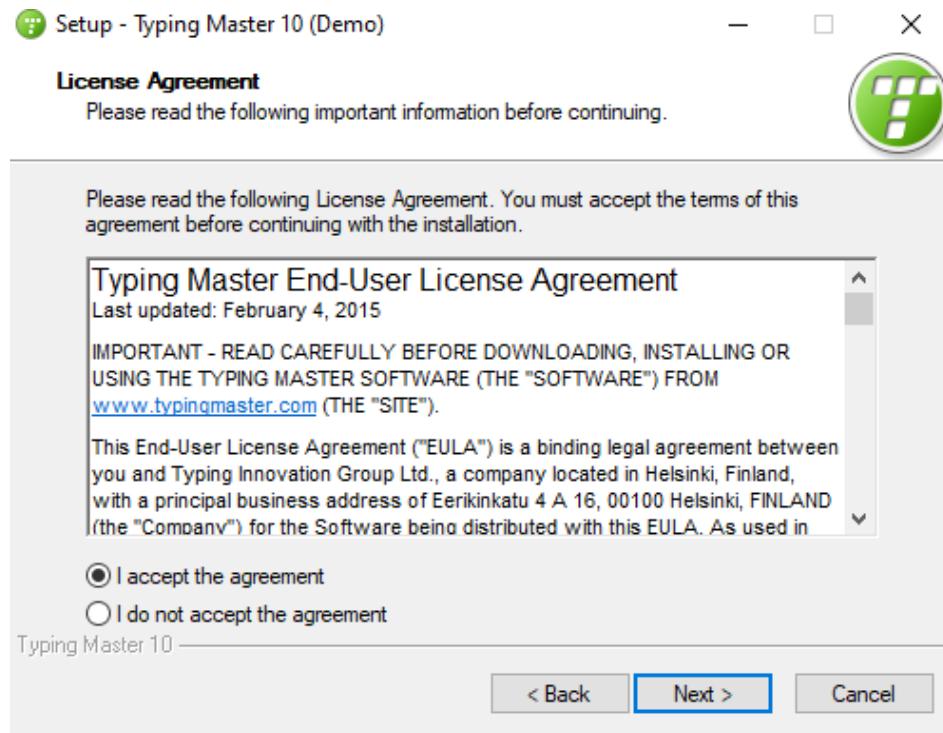
Click the Installer and select the preferred language. In your case select English and press ok



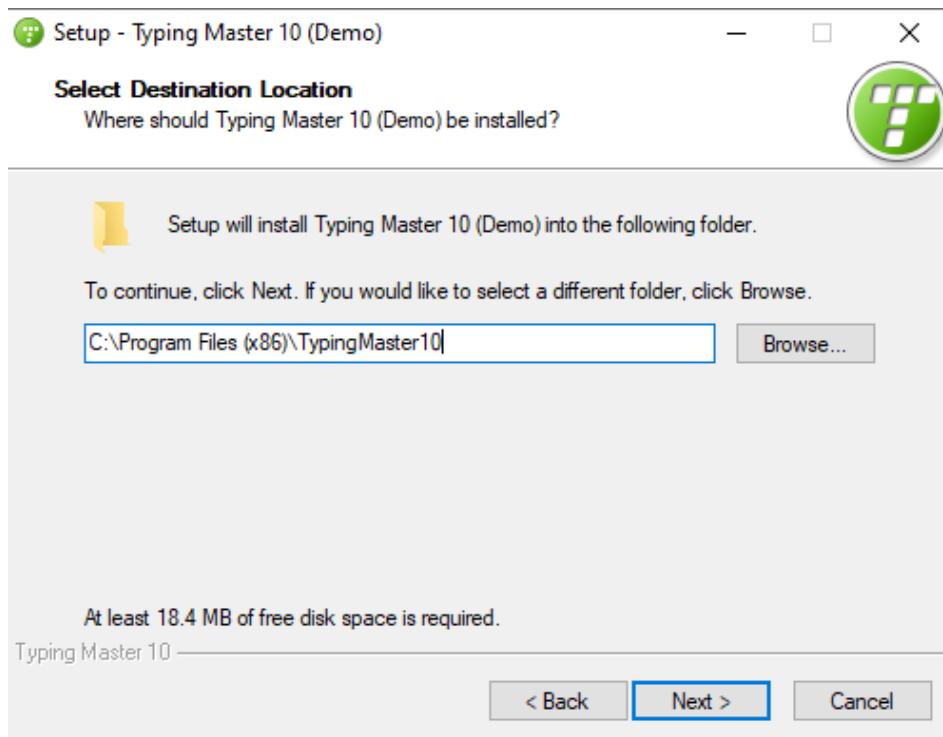
Select the Next Button



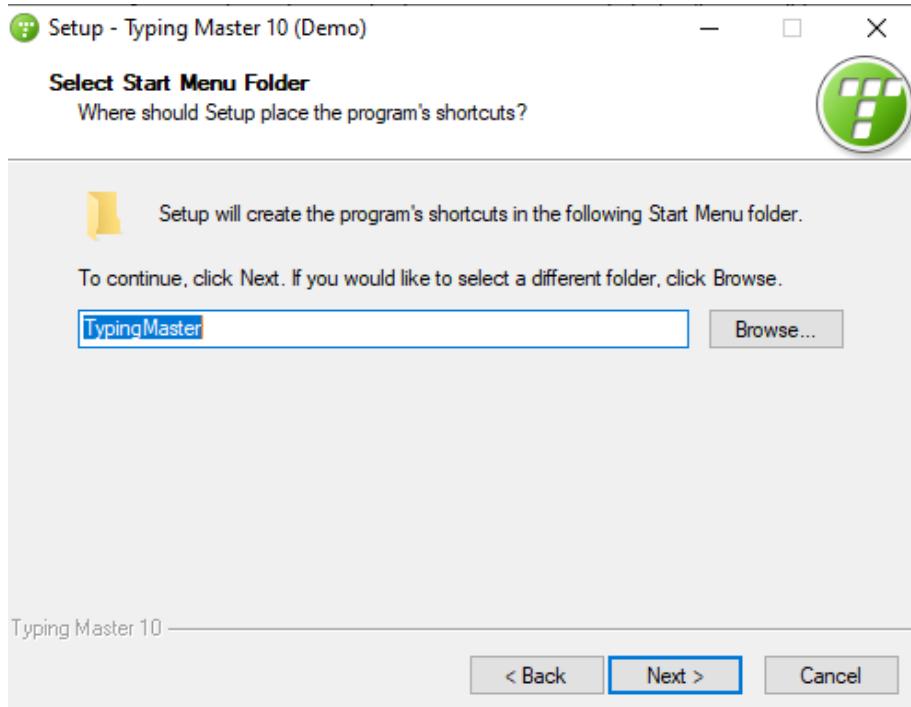
Select the Radio button “I accept The agreement”



In the next window select a location where you want to install the software on your drive. In our case we will leave it as it is. If you wish to change the location, you can click the “Browse” button and select another location on your personal computer.



Again Click next and Install button in the subsequent window



You have successfully installed Typing Master on your PC. Go to start Button and Run the Application. After the Launch Following Window will appear

### First Time Launching

The first time you start TypingMaster Pro you will be taken to the New User screen to create a user. Since many people can be using TypingMaster on one computer or computer network, TypingMaster Pro has user names to distinguish between users. All your user information will be stored under this user name. When you start TypingMaster Pro with your username, you can continue practicing from where you left off before.

In our case you will type your **RollNo-FirstName** as a username.



## Getting Started

The general layout of TypingMaster Pro is:

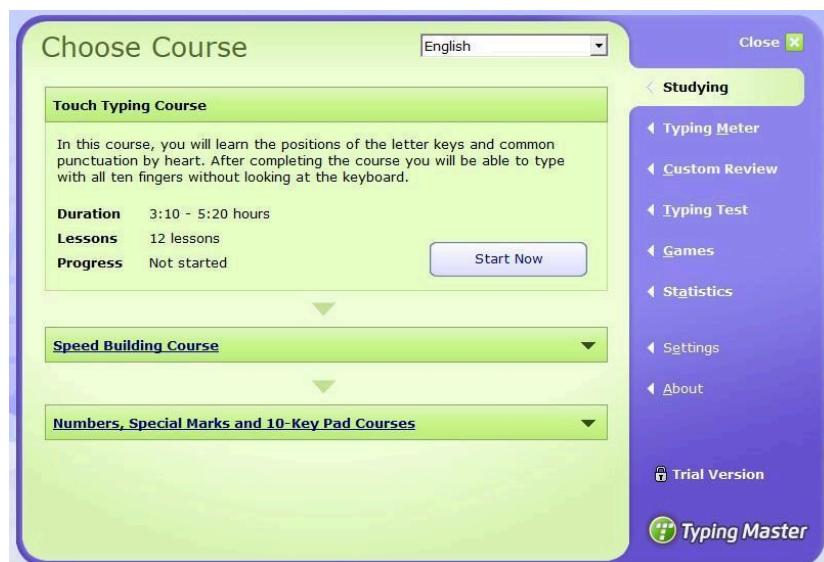
1. The Program Menu for TypingMaster Pro is displayed on the right hand side. This allows you to quickly navigate between the main sections of the program. The Menu also includes links to change the settings of the program and view program version and license information



2. The main portion of the screen is located in the middle where all study and practicing will be done. From here you select one of the links of buttons to access the study material.

When you login for the first time you will be presented with the Course Selection screen. Here the courses are listed in the recommended order to best learn and improve your touch typing skill. We recommend that you select the option at the top and work your way down. However, if you are a more advanced user you may wish to skip some steps.

Click the Launch button and you will be presented with the following screen.



Click the “Start Now” button to get started.

You will then be presented with the main view of the TypingMaster Pro Courses section, the Lesson View.

From here you can start to learn with the exercises for that lesson. Simply click on the exercise in the list to begin. We strongly recommend starting from the top and working down through the list as this is how the course was designed to be taken. The program will automatically advance from one exercise to the next and from one lesson to the next. However you are free to do any exercise or to move forward or backwards between lessons. To advance lessons click on the >> button to go to the next lesson.

## Courses

By selecting a course from the list on the Course Selection screen, you will see a short description of the course, the approximate duration for the course, number of lessons in the course and the percentage already studied.

To start a course click on the 'Start Course' button. If you have started a course earlier, the button will say 'Continue Course'.

Here is a list of all the courses you can choose from together with information on each course:

### Touch Typing Course

In this course, you will learn the positions of the letter keys and common punctuation by heart. After completing the course you will be able to type with all ten fingers without looking at the keyboard

### Launch Satellite

The Satellite is not a course but an advanced TypingMaster feature for tracking your real-world typing and customized training. We recommend launching the Satellite after completing the Touch Typing Course.

### Speed Building Course

This course is designed to increase your typing speed and confidence. You will focus on the keys for each finger, type longer texts and practice with common words.

### Numbers Course

This two lesson course teaches how to type numbers on the number row.

### Special Marks Course

Extend your skills to cover special marks, including Internet characters, mathematical symbols and brackets.

*Note: Be sure to take the Numbers Course first.*

### Numeric Keypad Course

Learn to use the 10-key pad with touch typing technique

## Exercises

The exercises are made up of five exercise types. These basic exercise types are explained in this section.

In addition to these types, in teacher led courses, the lessons can also include games played with the keys being studied. The Review Wizard can also be used to train the keys that have shown to be difficult for you.

After completing the exercise, TypingMaster will display information on the Duration, Gross Speed, Accuracy and Net Speed of your typing along with written evaluations and a comment.

Your Gross Speed is the actual speed at which you typed. The Net Speed is the Gross Speed minus the errors you made, also called adjusted typing speed.

### Key drill

The keyboard exercises are designed to teach new keys. The screen in a keyboard exercise is made up of a keyboard with the keys that are currently being studied highlighted.

At the top of the screen, the sequence of keys to be pressed is shown. During the exercise, the key to be pressed is colored green after a 2 second delay.

Underneath the keyboard, two hands are shown. A green dot indicates the finger you should use to press the key in question. This helps you to memorize the locations of the keys and also to use all your fingers effectively when typing.

At the right side of the screen a graph indicates the amount you have completed from the exercise and time left.

### Word drill

After learning the new key positions, you will copy words that are made up of the keys already learned. Depending on the language version you are using, the appearance of word exercises may vary somewhat. However, the basic idea is the same.

In word exercises, you copy words that are shown in the top half of the screen.

Your position in the original text is shown by highlighting the current word and removing all copied words.

The right side of the screen contains information on the completion of the exercise.

### Sentence drill

Sentence drills are quite similar to word drills. The program shows one sentence per screen. If the sentence is longer, the program automatically wraps it on two lines. You need to press Enter at the end of the sentence for a new sentence to appear.

### Paragraph drill

The paragraph exercise is again quite similar to the sentence drill. In the paragraph drill you copy a longer passage of text instead of sentences or separate words.

The main difference in the paragraph exercise compared with the two previous types is that the program no longer forces you to type right before moving forward. You can type on even if you make a mistake and therefore need to track your typing yourself.

When you copy a word and press the Spacebar, TypingMaster considers the word final and no corrections can be made to it. If you notice an error when typing a word, you can go back and correct it just as long as you don't press Space. Words with errors are marked red.

If you skip over one word in the source text, TypingMaster does not display an error although this is counted as one. This is to help you keep your typing fluent. If you jump over more than one word, TypingMaster displays the word typed as being incorrect and also shows your position in the original text.

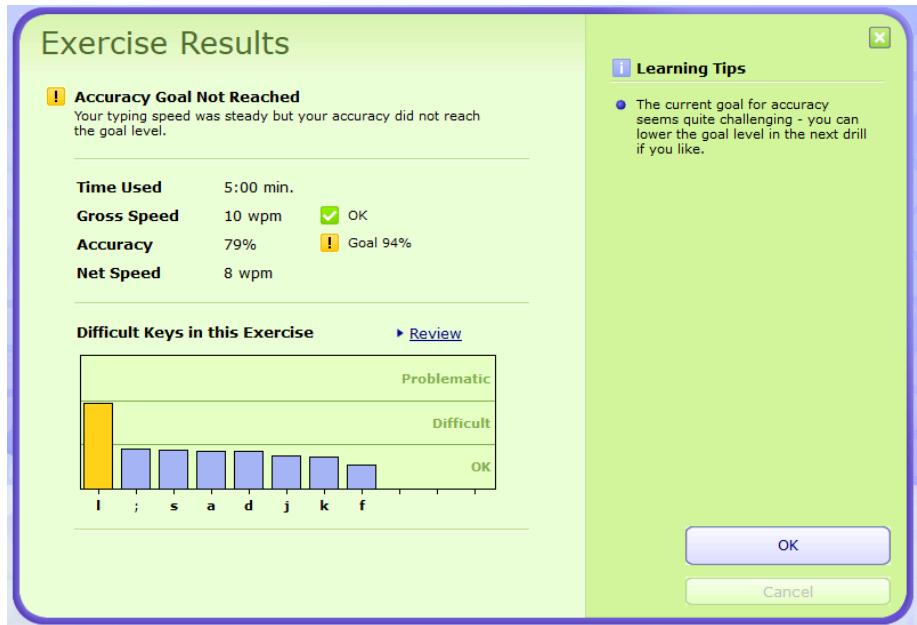
### Text drill

Text drills are the most challenging and most similar to real typing. The program will show about 15 lines of text at a time that you will copy to the bottom half of the screen. You will no longer have the keyboard visuals to help you but really need to remember the key locations. This drill type is also used as a Lesson Exam in the teacher led courses.

When you copy a word and press the Spacebar, TypingMaster considers the word final and no corrections can be made to it. If you notice an error when typing a word, you can go back and correct it just as long as you don't press Space. Words with errors are marked red.

If you skip over one word in the source text, TypingMaster does not display an error although this is counted as one. This is to help you keep your typing fluent. If you jump over more than one word, TypingMaster displays the word typed as being incorrect and also shows your position in the original text.

Once you will complete an exercise result will be displayed



### Other Features

The Menu at the right side of the program screen is used for navigating in the program. By clicking on an item in the menu, you will be taken to the appropriate section of TypingMaster Pro. Below, you will find a list of all the different options in the menu with brief descriptions.

- |                |  |
|----------------|--|
| <b>Courses</b> | This item takes you to the studying portion of TypingMaster Pro. If you are already studying a course, TypingMaster will go directly to the lesson you have last studied. If you wish to change a course, just select the 'Change course' option at the top of the screen. |
| <b>Review</b>  | This item takes you to the review section of the program, where you can practice the weaknesses that TypingMaster has noticed during your studying.  |

<b>Typing Test</b>	Clicking on this item takes you to TypingMaster's typing tests
<b>Games</b>	From this menu item, you can access the four games that are provided with TypingMaster.
<b>Satellite</b>	TypingMaster Satellite can be accessed from this menu item
<b>Statistics</b>	The statistics section of TypingMaster gives you detailed information on your studying, i.e. exercises completed with typing speed, accuracy and difficult keys information.
<b>Settings</b>	This menu item will take you to TypingMaster's settings page, where you can set the keyboard layout and other program preferences.
<b>Information</b>	<p>The Information screen gives general information on the program, including program version and build information and user licenses. Links to documentation are also included.</p> <p>If you have a technical problem with the program, please include the version and build information in your email to us. This will help us in determining the cause of the problem</p>