

TOUCH TYPING – 1 DAY COURSE

COURSE SCHEDULES

- Unit 1: Introduction
- Unit 2: The five key phrases
- Unit 3: Words and Sentences
- Capitalisation, punctuation and numbers
- Unit 5: The Numeric keypad
- Unit 6: Speed and Accuracy



Name of Course	Description	No of Days	MS Teams	Cost per Delegate	Cost per Delegate: Your	Cost per Delegate
				Premises	at Sankin	
Touch Typing	An introductory course learning the keyboard and typing skills	1	1100	1200	1300	

