Touch Typing Course Schedule

Overview:

This one day course is designed to increase your typing speed and keyboard knowledge. You will be introduced to touch typing techniques and be tested to assess your words per minute speed at the end of the course. Learn how to type correctly in just a few hours using all your fingers. This course is a fun course, interactive, with hands-on exercises and take home value.

Course Schedule:

Unit 1: Introduction

Unit 2: The five key phrases

Unit 3: Words and Sentences

Unit 4: Capitalisation, punctuation and numbers

Unit 5: The Numeric Keypad

Unit 6: Speed and Accuracy

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

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COMPUTER TRAINING

mictseta

Accreditation no: ACC/2012/05/198

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society