

Touch Typing & Basic Keyboard Skills

1 ½ day
Course

'Putting Fun, Effectiveness and Efficiency into Typing'

Business Scenario	<p>Anyone who uses a keyboard regularly, and:</p> <ul style="list-style-type: none"> ▪ is frustrated by the physical/mental effort needed for typing emails, reports, letters etc.; ▪ feels they are too slow or hesitant to handle typing workloads efficiently; ▪ spends a great deal of time correcting their work; ▪ wants to focus more on their work than the mechanics of how they're typing.
Who will Benefit?	<p>No previous keyboard experience is necessary. There is an optional practice support software tool to guide you as you embed your new skill, which requires MS Office™. However, this is not essential to the learning, nor to effective practice.</p>
Aim	<p>By the end of the workshop, you will be able to use the correct fingering to find all the alphabet keys and essential punctuation without looking down, and with a high degree of accuracy. You will know how to implement an effective practice regime to reinforce these skills and build speed and confidence in the days/weeks following.</p> <p>At the follow-up session you will have the chance to demonstrate progress, share experiences with colleagues and the trainer, and receive further guidance on continued progress & next steps (including advice on how to boost computer efficiency through keyboard shortcuts)</p>
Course Content	<p>Morning</p> <ul style="list-style-type: none"> Introduction to accelerated learning method Health issues / posture & arm position / relief exercises Familiarity with the Home Keys & Spacebar Learning the Left Hand key layout and correct fingering Use of Right Shift Key & Enter key Use of other basic PC-controlling functional keys (eg Esc, Tab) <p>Afternoon</p> <ul style="list-style-type: none"> Learning the Right Hand key layout and correct fingering Use of Backspace for correcting 'on the fly' Use of Left Shift key Introduction to post-course implementation support tool Discussion and advice on applying an effective practice regime

Follow - up Session to boost your efficiency

learning excellence, positive engagement...