

KAZ (Keyboarding A to Z)

1 day

Description

This course is perfect for students who want to learn how to touch-type to increase their speed and efficiency on the keyboard.

Prerequisites

- *None*

Course Outline

Unit 1: Introduction to KAZ

Topic A: Getting started

Topic B: The keyboard

Unit 2: The five key phrases

Topic A: The first key phrase

Topic B: The second key phrase

Topic C: The third key phrase

Topic D: The fourth key phrase

Topic E: The fifth key phrase

Unit 3: Words and sentences

Topic A: The first two fingers

Topic B: The first, third, and fourth fingers

Topic C: The third and fourth fingers of the left hand

Topic D: Sentences

Unit 4: Capitalization, punctuation, and numbers

Topic A: Capitalization

Topic B: The number row

Topic C: Punctuation

Unit 5: The numeric keypad

Topic A: Playing with numbers

Unit 6: Speed and accuracy

Topic A: Improving speed and accuracy

Topic B: Speed drills