



Course Content
Keyboard Skills
Duration: 1 Day
Unit Standard 9357

Overview

THEORY:

Introduction

Safety First

Posture

Take Regular Breaks

Typing

- Technique
- Hunt and peck typing
- Touch typing

The Qwerty Keyboard Layout

Words Per Minute

- Typing
- Speech
- Reading

Memorizing The Keyboard

Keyboard

- What do all these keys do?
- The Alphanumeric Keypad
- The Numeric Keypad
- The Cursor Keys
- The Function Keys

- The Print Screen, Scroll Lock & Pause Keys
- The Text Editing Keys
- The Home Keys
- The F and J Home Keys
- The Other Home Keys

Finger Alignment On The Keyboard

- Practising the key fingers
- Practising the Home Keys
- Practising the top row of keys
- Practising the bottom row of keys

PRACTICAL:

Using the Typing Tutor

Get to know the Typing Tutor

- Start the lessons
- Every 30 Minutes 1 min break (finger stretcher)
- Log in as new user – redo basic exercise
- Every 30 minutes 1 min break (finger stretcher)

The above course is compiled for individuals with: No Computer Knowledge or Elementary Computer Knowledge.