



Introduction, 1 Day

Course Description

This course is designed for “hunt and peck” computer users who would like to improve their typing skills. Topics include: the keys, shift, capitalization, punctuation, numbers, the number keypad, speed and accuracy, and speed drills.

Prerequisites

It is helpful if you are already familiar with basic Windows use, but this is not required.

Topics Covered

Introduction to KAZ

Getting started
The keyboard

The five key phrases

The first key phrase
The second key phrase
The third key phrase
The fourth key phrase
The fifth key phrase

Words and sentences

The first two fingers
The first, third, and fourth fingers
The third and fourth fingers of the left hand
Sentences

Capitalization, punctuation, and numbers

Capitalization
The number row
Punctuation

The numeric keypad

Playing with numbers

Speed and accuracy

Improving speed and accuracy
Speed drills