

Keyboard and Speed building Techniques, 2nd Edition

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Version: 2

Course Length: 1 day (6+ hours)

Audience: Students interested in learning how to touch-type

Prerequisites: None

What's in Keyboard and Speed building Techniques, 2nd Edition:

This Course ILT manual is designed for students who want to learn how to touch-type to increase their speed and efficiency on the keyboard. The open, modular-style manual is designed for quick scanning in the classroom, and is filled with interactive exercises that will allow students to explore the intricacies of KAZ (Keyboarding A to Z).

Objectives:

- Use the keyboard with correct posture, and identify the home keys and their importance in touch-typing.
- Touch-type the letter keys with increasing speed and accuracy.
- Touch-type capital letters, special characters, and standard punctuation.
- Develop increasing speed and accuracy, and calculate words per minute typing speed.
The Speedbuilder CD is included with the student and instructor manuals at no extra charge. Speedbuilder is designed to encourage short practice sessions, with twenty phrases presented at a time. The program provides feedback by displaying the learner's progress in both speed and accuracy. Learners can choose practice material for young students or adults. Speedbuilder also contains a key guide that illustrates the correct finger placement for the a - z keys.

Topic-Level Outline

Unit 1 : Introduction to KAZ

*Topic A: * Getting started*

A-1: Identifying proper keyboarding posture

*Topic B: * The keyboard*

B-1: Identifying Home row

Unit 2 : The five key phrases

*Topic A: * The first key phrase*

A-1: Typing *if mike*

A-2: Typing *if mike jived*

*Topic B: * The second key phrase*

B-1: Typing *rude*

B-2: Typing *rude dunce*

*Topic C: * The third key phrase*

C-1: Typing *slap now*

*Topic D: * The fourth key phrase*

D-1: Typing *baggy hat*

*Topic E: * The fifth key phrase*

E-1: Typing *extra quiz*

Unit 3 : Words and sentences

*Topic A: * The first two fingers*

A-1: Practicing words using your first two fingers

*Topic B: * The first, third, and fourth fingers*

B-1: Practicing words using your first, third, and fourth fingers

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

C-1: Practicing words using the third and fourth fingers of the left hand

*Topic D: * Sentences*

D-1: Practicing with complete sentences

D-2: Measuring progress

Unit 4 : Capitalization, punctuation, and numbers

*Topic A: * Capitalization*

A-1: Using the Shift key

A-2: Typing capital letters

A-3: Using the Caps Lock key

A-4: Typing consecutive capital letters

*Topic B: * The number row*

B-1: Typing numbers with letters

B-2: Typing Shift key characters

*Topic C: * Punctuation*

C-1: Typing the punctuation keys

C-2: Typing punctuation keys that involve the Shift key

Unit 5 : The numeric keypad

*Topic A: * Playing with numbers*

A-1: Exploring the numeric keypad

A-2: Touch-typing numbers

Unit 6 : Speed and accuracy

*Topic A: * Improving speed and accuracy*

A-1: Practicing short phrases

A-2: Practicing complete sentences

*Topic B: * Speed drills*

B-1: Warm-up and accuracy practice

B-2: Calculating your words per minute typing speed

B-3: Calculating speed with familiar text

B-4: Checking your speed over two minutes