

Duration: 3 hours

Course level: Introductory

Delivery method: Online

Introduction

Most people use a computer to create business letters, reports and presentations, but few have had any formal keyboard training.

KAZ helps to improve typing speed and accuracy. It takes on average just 90 minutes to improve keyboard skills.

Employees with poor keyboard and typing skills can cost businesses time and money, while errors and inaccurate documents look unprofessional. This course will help employees gain confidence and improve their typing skills, allowing them to focus more effectively on their work.

Who is the course for?

This course is ideal for anyone who wants to learn how to touch-type or improve their keyboard skills.

No prior knowledge or experience is needed and there are no formal entry requirements, however some basic computer skills are required.

What will you get from this course?

When you have completed this course, you will be able to:

- identify the location and finger layout for the A-Z keys
- touch-type words, numbers and punctuation keys accurately
- use the keyboard without looking at it
- apply your typing skills to your work.

Course features

You can start this online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The easy to follow, step-by-step format of this course allows you to be in control at all times so you can work through the course at your own pace. The course includes several task-based exercises that provide immediate feedback to reinforce your learning.

A Speedbuilder tool allows you to practice the skills you have learned and improve your typing speed and accuracy.

Course modules

- 1. Flying Start**
How to use the course
- 2. The Basics**
Learn to touch-type in 90 minutes
- 3. Just Do It**
Exercise and apply your new touch-typing skill
- 4. And The Rest**
Learn Shift, numbers, and punctuation key
- 5. Speedbuilder**
Daily practice to build speed and accuracy

Other courses you might be interested in

ECDL 1 – Concepts of IT
ECDL 2 – Using Your Computer
ECDL 3 – Word Processing
ECDL 7 – Electronic Communication

Microsoft Word 2000
Microsoft Word 2003
Microsoft Word XP

Course code: 100374BT001

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