

COMPUTER KEYBOARD SKILLS

Designed for: Anyone who expects to use a PC regularly
Pre-requisites: None
Objective: The ability to type accurately at up to 30 wpm

Course Content:

- ◆ 23 units on the alpha-numeric keys (using an IBM compatible PC)
- ◆ At the end of the course there is a validation test, and a diploma will be issued on successful completion

Benefits:

- ◆ The ability to type accurately at 20-30 words per minute
- ◆ Increased work performance for anyone using a PC
- ◆ Essential preparation for core office and word processing training
- ◆ A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- ◆ A personalised workbook, with glossary and hands on exercises, which complements the audio-visual materials (tapes), to provide step-by-step learning and a future reference manual
- ◆ The opportunity to gain a widely recognised qualification, a Pitman Diploma

Duration: 18-20hrs

What Next?

Microsoft Word Proficient
Other Microsoft Office Applications
Keyboard Speed Development

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