KEYBOARD SPEED DEVELOPMENT

Designed for: Secretaries and other individuals for whom typing is a major part of their job function

Pre-requisites: Typing experience and keyboard awareness. Example course: 'Computer Keyboard Skills'

Objective: Increased speed, dexterity, accuracy and overall productivity

Course Content:

- Four stages ranging from 25-70 wpm, which aim to increase speed, dexterity, accuracy and productivity
- Graded copying exercises to emphasise different points of technique for flexibility and dexterity
- Use of speed tapes using timed dictation for pacing against targets
- A speed test, and a certificate can be issued on successful completion

Benefits:

- The ability to type accurately at speeds of up to 70 words per minute.
- Increased work performance towards job improvements
- Ideal follow on to Office Typing for Beginners or Computer Keyboard Skills
- Essential preparation for further 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
- Core skills towards RSA word processing examinations
- The opportunity to gain a widely recognised qualification, a Pitman Certificate

Duration: 20hrs per stage

What Next?
Microsoft Word Proficient
Other Microsoft Office Applications

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk

Microsoft Office Specialist Authorised Testing Centre

Microsoft IT Academy Programme

people.partnership.performance