

KEYBOARDING A-Z

DAYS OF TRAINING: 1
PREREQUISITES: None

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

A-CERTIF LTD™ 2008

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