



Computer Keyboard Skills

Learn how to touch type accurately to between 15-20 wpm using the correct keyboard technique. This may help to reduce the risk of RSI. (Repetitive Strain Injury). This course may be taken online

- ✓ 24 modular units to introduce and consolidate the alpha-numeric keys
- ✓ Web-based – anytime, anywhere training
- ✓ Track your progress as you go
- ✓ Online/offline functionality to reduce internet connection time
- ✓ Workbook with exercises
- ✓ 24 units teaching and consolidating letters, numbers, capitals and punctuation
- ✓ 'Pitman Training Olympics' typing games
- ✓ Accuracy and speed feedback on completion of each unit
- ✓ Mock exam

Guideline Study Time: 18 hours



Faster Keyboarding

For those who can touch-type at 20 wpm who wish to increase their keyboarding speed

- ✓ Variety of speed development exercises
- ✓ Keying in at specific speeds
- ✓ Basic word processing features, including saving and printing
- ✓ Correcting errors
- ✓ Navigating text
- ✓ Business memo layout
- ✓ Business letter layout
- ✓ Minutes of a meeting
- ✓ Keying in at a steady pace using music as an aid
- ✓ Dictation of text at specific speeds to encourage speed development

Guideline Study Time: 8- 10 hours



Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available taking you to up to a speed of 70 wpm.



Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.



For those wishing to build on their audio transcription skills using a word processor who wish to take an OCR examination in Audio Transcription at Level 2

Keyboard Speed Development

- ✓ 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

Guideline Study Time: 20 hours per stage

Audio Transcription 1

Lesson 1: Effectively operate the audio transcriber, transcribe sentences, the use of the comma, and transcribe paragraphs, which include initial capitals.

Lesson 2: Transcribe sentences displayed in double line spacing, transcribe a short report with the heading in capitals, and transcribe a business memo and a report displayed in double line spacing.

Lesson 3: Transcribe commonly mis-spelt words; transcribe two business letters and a business memo.

Lesson 4: Transcribe sentences containing similar sounding words (homophones), transcribe a report and change line spacing as instructed, and transcribe a business letter with enclosure.

Lesson 5: Transcribe a short report containing commonly mis-spelt words at increased speeds, transcribe a longer report and change to single line spacing as instructed, transcribe a memo containing measurements.

Lesson 6: Transcribe a memo with emphasised text. Transcribe two business letters.

Guideline Study Time: 15 hours

Audio Transcription 2

Lesson 1 – Transcribing a letter, memo and report, including the changing of line spacing

Lesson 2 – Transcribing a variety of documents which include special marks, brackets and vertical space, routing of documents

Lesson 3 – Transcribing a variety of documents, including those which include the display of text in columns

Lesson 4 – Transcribing documents from dictation including hesitations, corrections and missing text

Lesson 5 – Transcribing documents and timing to help increase speed

Lesson 6 – Transcribing a variety of documents without a break and timing

Guideline Study Time: 14 hours



Numeric Data Entry

Learn correct and efficient use of the numeric keypad.

- ✓ The Home Keys
- ✓ Keys 7, 8 and 9
- ✓ Data Entry Work
- ✓ Keys 1, 2 and 3
- ✓ Keys 0 and the Decimal Point
- ✓ Arithmetic Operators
- ✓ Using Microsoft Excel
- ✓ Using Microsoft Access
- ✓ Additional Exercises

Guideline Study Time: 3 hours