

Touch Typing In Ten Hours

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Touch Typing In Ten Hours
Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'.

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Learning to touch type with this method takes only 10 hours. You will reap the benefits for a lifetime, whether you are using a keyboard at work or at home. The easy-to-use lessons are provided into manageable one-hour blocks and there are plenty of exercises to consolidate what you have learned. And touch-typing is a skill that can make you money as well as saving you time.

Touch Typing in 10 hours: Spend a few hours now and gain a ...
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At 10 hour mark I was touch typing faster than with the old method (over 59 WPM). At 20 hours, typing speed was 80 WPM. I think it is not a big time investment especially for people who still type...

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If you use a keyboard you need this book. Most of us use computers - many of us all the time - but how many of us can type properly? 'When you've learned how to touch type a 3000 word report will take you less than 1 hour to type!' With this book you can learn to 'touch type' in ten hours at a fraction of the cost of a course. It will also take you less time than the average course and, best of all, you can learn in your own home or office. Just think how much time you will save in your working day - and you will be able to concentrate on the content rather than finding the correct letters. Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'. This new edition goes on to show you how to use Microsoft Word 2007 to best advantage. Most of us want to learn all the basics as quickly as possible and in no time at all you should be able to do everything from simple word processing tasks such as moving blocks of text, to more complex tasks such as mail merge, graphics and creating newspaper style columns. Spend a few hours now and reap the benefits for a lifetime, whether you are using a keyboard at work or at home. Contents: Preface; Introduction; Getting started; Part 1 - Drills, Hour 1: The Home Keys a, s, d, f, j, k, l, and; Consolidation; Hour 2: e and i, g and h; Consolidation; Hour 3: o and n, shift keys and t 20; Consolidation; Hour 4: Extra practice, full stop and y; Consolidation; Hour 5: Comma and w, r and b; Consolidation; Hour 6: m and u, p and c; Consolidation; Hour 7: v and x, q and z; Consolidation; Hour 8: Sentence drills; Hour 9: Figures; Consolidation; Hour 10: Alphabetical paragraphs; Part 2 - Additional Touch Typing Practice Material: Sentence practice; Paragraph practice; Longer practice pieces; Tasks 1-10; Part 3 - Microsoft Word Theory: AN INTRODUCTION TO WORD 2007; Running Word; The Opening Screen; Selecting Commands; Standard Toolbar; Formatting Toolbar; THE BASICS OF USING MICROSOFT WORD; Preparing, Saving and Printing a Document; Files and Folders; Getting Help; Selecting Text; Using Bold, Italic and Underline; Changing the Case of Text; Centreing Text; Moving or Copying Text; Indenting Paragraphs; Inserting Symbols; Line Spacing; Changing the Alignment of Text; Centring Text on a Page; Changing the Paper Size; Using Print Preview; Using Tabs; Page Numbering; Inserting a Page Break; Changing Margins; MORE ADVANCED FEATURES IN WORD; Tables; Mail Merge; Mail Merge to Include Labels; Graphics; Using Bullets and Numbering; Columns; Part 4 - Reference Guide: Important symbols and general rules; More general rules; Line spacing; Fonts; Margins; Paper sizes Manuscript correction signs; Abbreviations and their correct spellings; Putting together sentences and paragraphs; The business letter; Memos; Emails; Reports; Illustrations: Correct sitting position; Hand chart.

"With this book you can learn to touch type and 10 hours at a fraction of the cost of the course." Most people use computers today, but how many of us can type? Learning to touch type with this method takes only 10 hours. You will reap the benefits for a lifetime, whether you are using a keyboard at work or at home. The easy-to-use lessons are provided into manageable one-hour blocks and there are plenty of exercises to consolidate what you have learned. And touch-typing is a skill that can make you money as well as saving you time.

Overview: If you use a keyboard you need this book. Most of us use computers - many of us all the time - but how many of us can type properly? 'When you've learned how to touch type a 3000 word report will take you less than 1 hour to type!' With this book you can learn to 'touch type' in ten hours at a fraction of a course. It will also take you less time than the average course and, best of all, you can learn in your own home or office. Just think how much time you will save in your working day - and you will be able to concentrate on the content rather than finding the correct letters. Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'. This new edition goes on to show you how to use Microsoft Word 2007 to best advantage. Most of us want to learn all the basics as quickly as possible and in no time at all you should be able to do everything from simple word processing tasks such as moving blocks of text, to more complex tasks such as mail merge, graphics and creating newspaper style columns. Spend a few hours now and reap the benefits for a lifetime, whether you are using a keyboard at work or at home.

Featuring an easy-to-learn method to touch type, this edition includes how to use Microsoft Word 2007 to best advantage.

Do you need to learn to type in a hurry? Or do you just need a refresher course to practice with and tone up your skills? This is the shortest typing course that covers all of the fundamental skills of touch typing. This classic handbook, which has literally taught more than a million people the basics of typing, can teach you too. Touch Typing in 10 Lessons starts by teaching you the basic combinations for fingering the keyboard, and then helps you master the entire alphabet. Once you've learned the alphabet, the book jumps right into capitals, punctuation, and numbers. Learning the keyboard is just the beginning. The book will teach you how to set up professional business letters and tricks to help you get the most out of your word processor. There are dozens out of your keystrokes. There are dozens of drills that will help you develop the accuracy and speed you need in school and at the office. Finally, there are practice tests that will help you get over fears concerning typing tests and that will help build up your speed on the keyboard.

Most people use computers today, but how many of us can type well? This book teaches readers to touch-type in ten hours, with easy-to-learn techniques split up into manageable one-hour blocks.

"Most people use computers today, but how many of us can type? Learning to touch type with Ann Dobson's method takes only 10 house. You will reap the benefit for a lifetime, whether you are using a keyboard at work or at home. the easy-to-use lessons are divided into manageable 1 hour blocks and there are plenty of exercises to consolidate what you have learned. And touch typing is a skill that can make you money as well as saving you time" -- back cover.

Teach yourself how to type in 5 days instead of wasting all year on it. Zoom-Type is a revolutionary breakthrough in teaching touch-typing FAST by using the right brain. 100s of quick snapshots and a musical finger march get you seeing, saying, and tapping the correct keys with the correct fingers in just 5 days (each session lasts 5 minutes). For ages 4 to 94. Totally portable-no computer necessary. This is the only right-brain typing course on the market. You'll be speed-typing while students trying other programs are still just getting started. Most computer-based programs designed to teach typing are still in the dark ages, pedagogically. The brain learns best by pictures. This typing course is unique in 3 ways: (1) Spaced repetition-five-minute lessons, several times a day! Away with hour-long drudgery! Rapid-fire quick imprints of the autonomic nervous system gets the job done. (2) Right brain-uses the picture side of the brain, not just the left side as other typing methods do. With Zoom-Type, you subconsciously learn where the letters LIVE, not just what they ARE. (3) Splintered skills-you learn each skill separately, in small increments, and then when you put them together all the brain has to do is jump the synapses between the already acquired mini-skills. The brain is tricked into thinking the whole task is super EASY. THIS VERSION IS ONLY THE PAPERBACK BOOK. IT IS POSSIBLE TO LEARN THIS PROGRAM WITH ONLY THIS BOOK, BUT USING THE AUDIO FILES IS HIGHLY RECOMMENDED. Contact Homeschool How-Tos at HOMESCHOOLHOWTOS.COM to order those MP-3 files for immediate download via WeTransfer.com after you received this book.

"Most people use computers today, but how many of us can type? Learning to touch type with Ann Dobson's method takes only 10 house. You will reap the benefit for a lifetime, whether you are using a keyboard at work or at home. the easy-to-use lessons are divided into manageable 1 hour blocks and there are plenty of exercises to consolidate what you have learned. And touch typing is a skill that can make you money as well as saving you time" -- back cover.

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he

teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

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