



Course Code	How will I do this course?	Level	How long will this course take?
100374IC001	This course is delivered over the internet	One	3 hours

## Description

Many of us spend hours at our computers each week – at the office and at home, for business and for pleasure. If you're a typical two-fingered typist, just imagine how much time you could save if your keyboard skills were up to speed!

KAZ is probably the world's fastest way to learn to touch type – it takes, on average, just 90 minutes to perfect your touch-typing skills using the groundbreaking KAZ approach! You'll be shown how to touch-type just eleven words in five sentences – all you need to learn the location and finger layout for the entire set of A-Z keys.

Once you have mastered the basics, KAZ Speedbuilder lets you work on the speed and accuracy of your touch-typing in short bursts on a daily basis. The course also covers touch-typing of numbers, punctuation and symbols.

No boring practise drills, no unnecessary finger analysis – KAZ lets you learn quickly and easily so that you can give 100% focus to your work, not your keyboard.

## What will I learn?

### On completion of this course you will be able to:

- Know the location & finger layout for A-Z keys
- Be able to touch type words accurately
- Be able to touch type the number, punctuation and symbol keys
- Build up your touch typing speed and accuracy using KAZ Speedbuilder

## What skills do I need to go on the course?

This course is suitable for beginners.

## Course modules

- Keyboard A-Z (KAZ)