Keyboard Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another!

Course Outline

Our Keyboard Speed Development course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

Over four stages of the course, we can take you as high as 70 words per minute and that's a skill which is very much in demand. With us, you can not only learn to type quickly, you'll get the Pitman Training name on your CV too - which is well worth having. And after completing the course, your workbook will make a handy reference guide.

This course is the perfect preparation for further training to enhance your career - such as our Microsoft Office courses or specialist secretarial diplomas, which can seriously enhance your earning potential.

With a wide choice of training locations and combined flexible self-paced learning, we offer training that fits around your life. There's always a course advisor on hand to give you one-on-one support when you need it.

Designed for

Anyone wishing to improve their typing speed and efficiency.

Prerequisites

Typing experience and keyboard awareness.

Aims and Objectives

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**

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 Computer Keyboard Skills**
- **Essential preparation for further office and Microsoft Word 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 workbook, with glossary and hands on exercises, which complements the audio-visual materials to provide step-by-step learning and a future reference manual**
- **Core skills towards OCR word processing examinations**
- **The opportunity to gain a widely recognised qualification, a Pitman Training Centre**

Course duration:

4 Sages. 20 Hours Per Stage

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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pitman training

▶ Microsoft Skills   ▶ MOS & ECDL   ▶ Sage   ▶ IT Professional   ▶ Keyboard Skills   ▶ Management Skills
▶ Secretarial & PA   ▶ Administration   ▶ Personal Development   ▶ Shorthand   ▶ Bookkeeping & Accounts