These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from: http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html

Course Originator and Author: Morna-Dawn Jacobs
© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
Step-by-Step Tutorials

The Internet courses listed below are for those wanting to learn to touch type. That means typing without looking at the keyboard. It takes some time, patience and a lot of practice. Also they are FREE! (smile).

I'm sure you cannot wait to take up the challenge!

So what are we waiting for? Let's get started.

For those of you who don't know how to key in and access a particular web address, I've put together a Step-by-Step instruction to get you started.

1. Click on START
2. Click on INTERNET EXPLORER and wait for the page to open
3. Click in the address bar, hold down your left mouse button and drag it across until the address that is there is highlighted
4. Hit your DELETE key

These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs
© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
Welcome Dawn!!!

This typing course will guide you step-by-step from the beginning. You will be typing quickly and accurately, without looking at the keys, in just a few hours.

It is important to position your hands on the keyboard correctly. Your fingers must be in the middle row of your keyboard on the "home keys":

Starting with your left hand, place your little finger on key A, ring finger on S, middle finger on D and index finger on F. Your thumb must rest on the Space bar. With your right hand, place your index finger on J, middle finger on K, ring finger on L and your little finger on the next key.

Press Enter with the little finger of your right hand.

Always put your fingers back on the home keys after pressing any key.

The following picture shows the correct position of the hands with the fingers on the "home keys":

A picture of the key positions will be available during the lessons. It is important not to look at your own keyboard while typing. Look at the keyboard shown on the screen. Click the "Start Button" below if you are ready to begin the first lesson.
Step-by-Step Tutorials

Check that your CAPS LOCK key is OFF to write in minuscule (lower-case) letters.
Press the SPACE BAR with your thumb to advance between space separated letters.
Press ENTER at the end of every line with the little finger of your right hand.
Position you fingers back on the home keys after pressing any key.
Text size can be changed by clicking on the buttons at the bottom of this page.

Dawn, carefully type the following text:

```
jjjj kkkk llll ;;;; aaaa ssse dddd ffff ;;;; llll
kkkk jjjj
ffff dddd ssse aaaa ;;;;; aaaa llll ssse kkkk dddd
jjjj ffff
aajj ssse ddll ff;;;; jjaa kkss lldd ;;ff ;;aa llls
kkdd jjff
ajf; ;jfa adjl sfk; ;kfs ljfa sldk ldks lj;k dafs
fljs aj;f
```

15. **See this little window? Just click you mouse pointer in this spot – START TYPING exactly what you see above this**
window. **Note** the space between the four grouped letters. **Note** you must hit ENTER to go to the next line. If you don’t do this it is counted as an error.

Very good Dawn! You have made only 6 errors (2.42%). You can proceed to lesson 2.

Seconds: 161

Keystrokes Per Minute (KPM): 92.42

On completion a new window will open and give you your results. Just keep following the instructions on the screen. Either click to go on to LESSON 2 or Save so that you can continue some other time. Maybe you wish to repeat the lesson?

Sometimes these web sites go off line and you can no longer access them. Unfortunately I have absolutely no control over those web sites. If that happens, simply...
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs
© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium
These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:


Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced in any medium.