

# Step - by - Step Tutorials

**A Very  
Warm  
Welcome  
to the  
Exciting  
World of  
Computers**



**Let's get  
Started  
- It's easy  
with my Step-  
by-Step  
Instructions**

## Learn to Type



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

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## 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 **d r a g** it across until the address that is there is highlighted
4. Hit your **DELETE** key

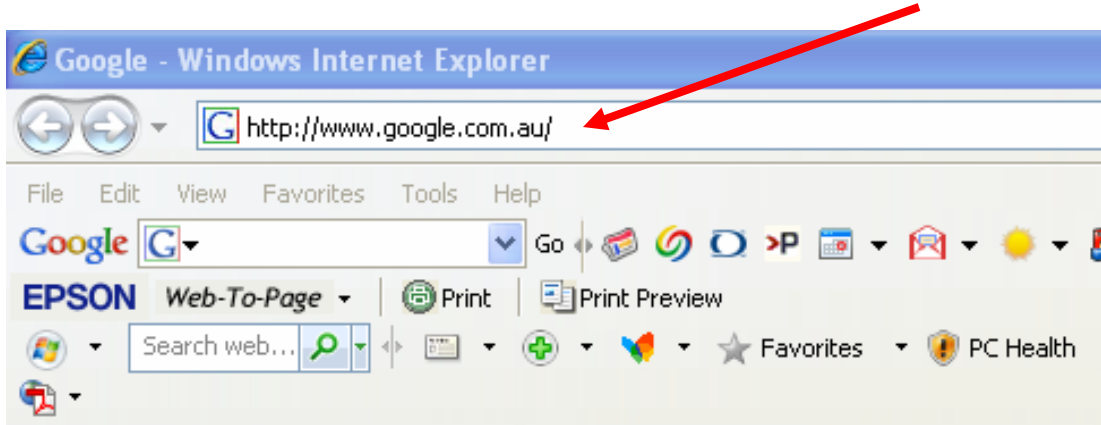
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5. Now type in this address – you must type it **EXACTLY** as you see it here - all lower case and don't forget to type in all the full stops. <http://www.goodtyping.com/>
6. Hit your ENTER key
7. This is the first page you will see
8. Click on REGISTER FOR FREE

A screenshot of the goodtyping.com website. The page features a logo with hands typing on a keyboard, the text 'Free online Typing course', and a registration form. The form includes fields for 'username (e-mail or id):' and 'password:', a 'Sign In' button, and a 'PayPal DONATE' button. A red circle highlights the text 'register for free' in the registration instructions, with a red arrow pointing to it. The page also lists several benefits of the course, such as learning to type correctly in a few hours and having 27 guided lessons.

### 9. Next fill in the Application Form

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## Step-by-Step Tutorials

E-mail and password will be used for authentication during the typing course. Your personal data is only recorded for statistical purposes. It will not be used for spamming or any other reason unrelated to the typing course. If you don't want to use your e-mail you can type an identifier.

### New user sign-up

e-mail:

Password:

Re-type password:

Name:

Surname:

City / State:

Country:

How did you hear about this site?

Keyboard layout to learn (IMPORTANT: if you are not sure click on the button)

US-UK keyboard differences

United States, Australia, New Zealand, Caribbean, South Africa, Philippines  
United Kingdom, Ireland  
Belgium  
Brazil

10. Select the appropriate **KEYBOARD** by clicking on it

11. Click on **START COURSE**

Start Course

12. Next just type in the **VALIDATION CODE** you see on your screen. This is just to identify that it is a real, live human being trying to access this Site and not an automated machine that can cause mischief!

### New user sign-up

Insert the validation code below to start the typing course...

T B W J S A J

tbwjsaj

Start Course

13. Again click  
on **START  
COURSE**

14. Got through  
to the next  
screen? Good  
work! Now read  
the **WELCOME**

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## MESSAGE and get started on this magic course.

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.

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Check that your CAPS LOCK key is OFF to write in minuscule (lower-case) letters.

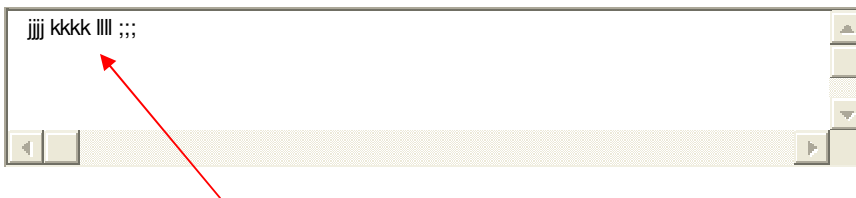
Press the SPACE BAR with your thumb to advance between space separated letters.

Press ENTER at the end of every line with the little finger of your right hand. Position your 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:



```
j j j j k k k k l l l l ; ; ; ; a a a a s s s s d d d d f f f f ; ; ; ; l l l l
k k k k j j j j
f f f f d d d d s s s s a a a a ; ; ; ; a a a a l l l l s s s s k k k k d d d d
j j j j f f f f
a a j j s s k k d d l l f f ; ; j j a a k k s s l l d d ; ; f f ; ; a a l l s s
k k d d j j f f
a j f ; ; j f a a d j l s f k ; ; k f s l j f a s l d k l d k s l j ; k d a f s
f l j s a j ; f
```



**15. See this little window? Just click your mouse pointer in this spot – START TYPING exactly what you see above this**

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## Step-by-Step Tutorials

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?

Start Lesson 2

Repeat Lesson 1

Save and Exit

Go to other lessons



*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*

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try one of the other sites listed below.

In any case why not try several of the other typing course web sites I've listed for you to explore and try out.

Remember to save them in your *FAVORITES* so that you won't have to search for them or type in those dreadful long addresses again.

Try these:

<http://www.goodtyping.com/>



<http://www.typing-lessons.org/>



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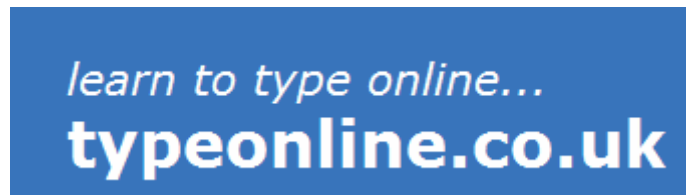
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<http://www.typeonline.co.uk/lesson1.html>



<http://www.bbc.co.uk/schools/typing/>



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<http://www.alfatyping.com/>

TUTORIAL: How to type!

Macromedia Flash 5 is required.

1 2 3 4 5 6 How to type - Tutorial

Divide the keyboard in two halves:  
one for the right hand and one for the left

The HOME ROW keys are shown in yellow

step 1 ← →

<http://www.iphonetypingtest.com/>



<http://www.mrkent.com/kb/keyboard.htm>



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<http://www.stenospeed.com/>



<http://www.powertyping.com/>

site map • introduction • typing tests • typing practice • Qwerty keyboard • Dvorak keyboard • why Dvorak • how to sw

typing lessons

[Qwerty]

[Dvorak]

typing games



see



don't



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<http://www.typingweb.com/>



*Just sign up and go for it! It too is a free tutorial .....*

<http://teachers.net/classifieds/dxlearning/topic166/10.18.07.23.37.11.html>



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<http://www.typingadventure.com/>



*Hope you have fun exploring the above web sites.*



*Some of the tutorials you will need to sign up and give yourself a password – just go ahead and sign up, there are no hidden catches or payments to be made. Nor will you receive a whole heap of junk mail.*

*If any ask for a credit card number, just exit and try another ... ok?  
Not all lessons are free.*

*Always read the instructions carefully so that you know how the lesson works.*

*I had a lot of fun playing games in the Typing Adventure ... give it a try (smile)*

*Well now that you know how to type (a little – smile) why not try some of my other magic tutorials?*

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**END**