



Typequick Professional

TYPEQUICK

improve
your keyboard
skills

- Touch type in 10 lessons
- Increase speed and accuracy
- Use email and internet more effectively
- Australian English
- Used in over 4,000 Educational Institutions



KEYBOARDING COURSE

Guaranteed Success

FIVE MILLION TRAINED WORLDWIDE

Welcome to TYPEQUICK

SUPPORT INFORMATION

With such widespread use of computers it is surprising how few people have good computer keyboard skills. Some type very slowly and lose their train of thought as they hunt for the correct letter. Other users type quite fast, using only a couple of fingers with their head down, but then often spend a lot of time correcting mistakes.

Imagine if you could close your eyes and enter information into your computer as you thought of it; imagine if you didn't have to constantly press the backspace key to correct mistakes; imagine if you could use all your fingers instead of just a few and type faster and more accurately. How much easier would it be to chat to friends online if you could type as fast as you can speak?

You have taken the first, most important step already - wanting to learn or improve keyboard skills.

TYPEQUICK has been teaching people aged from 6 to 80 years to touch type for over 20 years.

We have built strong relationships with experts in education who give us constant feedback and advice.

This feedback is used to continually develop TYPEQUICK so that it is always current, user friendly and highly functional.

USING THE QUICK AND EASY TYPEQUICK METHOD YOU WILL:

- gain correct touch-typing skills.
- gain speed, accuracy and confidence.
- gain more time – less time spent on your computer producing documents means more time for you.
- increase productivity and decrease your level of frustration as your keyboard skills improve.
- feel confident, capable and free from the drudgery of two-fingered typing!

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How TYPEQUICK works

TYPEQUICK uses Computer Managed Instruction to give a completely individualised personal training program. The internal TYPEQUICK 'teacher' will assist you to build on your strengths and to address any weaknesses, so that regardless of the level or style of your previous keyboard experience you will become an accomplished touch typist. You will easily type using all fingers on the correct keys, without looking down at the keyboard.

Whether you've never typed before, or you can touch type already but need to increase speed and improve accuracy, TYPEQUICK has a variety of courses to meet your needs.

TYPEQUICK's signature course "Keyboard Lessons" teaches the correct finger positioning and associated keys of the alpha/numeric keyboard in ten structured lessons. There are additional courses to build speed or accuracy or both as well as a course for commonly used punctuation keys.

At the end of each lesson part a report on your progress is displayed. You can analyse your progress of any course by viewing graphs or tables at any stage.

QUICK GOAL CHART

As a guideline, we would recommend a beginner sets an initial goal speed of 25 words per minute. Your speed may decrease initially as you learn correct typing techniques. Reassess your goal speed after each course. Always set your goal speed to 20% above your average speed, that way you will always be pushing yourself to improve.

I am doing this course to:

My ultimate goal speed is: WPM and accuracy is: %

My short-term goal speed is: WPM and accuracy is: %

With my improved keyboard skills I will be able to:

RESULTS YOU CAN EXPECT WITH TYPEQUICK

It is very important that you commit to TYPEQUICK every day - 30 minutes twice a day is better than 60 minutes a day. Most people find that they need approximately two weeks, or ten hours, to learn to touch-type. A further 5-10 hours of practice will improve your speed by 25-30%. Individual results will vary but always challenge yourself.

If you want to progress quickly, Typequick offers a 2-day plan. This is an intensive course for goal driven achievers, based on five hours a day over two days. It has been designed for those who want to type properly and want to learn quickly because time is valuable. The two-day course is explained in detail on our website.

Make your efforts worthwhile

MAKE A PERSONAL COMMITMENT

- Set yourself a specific goal (see left).
- Set aside one hour a day for the next ten days and note it in your diary.
- Tell a friend who will encourage you and monitor your progress.
- Promise yourself you'll never go back to two-finger typing.

BE CONSCIENTIOUS

- Resist the temptation to use the wrong fingers. Use the correct finger for each key as shown in the course.
- Complete each part of the lesson you commence, otherwise you will need to restart that lesson part.
- We recommend you finish all ten lessons of the Keyboard Lessons course and achieve at least 20 WPM to make your efforts worthwhile.
- Do the speed and accuracy courses only after you have learned the whole keyboard or keypad.

MENTAL REHEARSAL IS IMPORTANT

- Remind yourself of your goal every day. Make it part of your daily routine.
- Visually memorise the coloured Mental Rehearsal keyboard layout card.
- Use free moments during the day to mentally rehearse typing of the keys you have learned.

OTHER LEARNING TIPS

- Say the letters out loud as you press the keys. Using all your senses will help you to learn faster.
- Take regular breaks from the keyboard.
- Blink your eyes and look away from the screen altering your focus from near to far.
- Loosen your neck and shoulders by gently bending your neck towards your left shoulder, then the right shoulder.

Keep going! – No matter what, even if you feel frustrated.

As with learning any new skill learning to type is awkward, especially if you are breaking years of poor typing habits. Review your goal chart and renew your effort. You will gain an invaluable life skill and enjoy the use of your computer more.

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Is TYPEQUICK for you?

TYPEQUICK is the fast, easy and proven way to learn to touch type at your own pace. The intuitive software responds uniquely to your skills while it guides you through 10 easy, interactive lessons. Now with a brand new design, new reporting features and new content, the most successful typing course ever – just got better. Whether you are a novice or simply need to improve your speed and accuracy, TYPEQUICK provides the solution for all keyboard training requirements. Over the past 20 years, Typequick has successfully trained more than 5 million users worldwide.

And it's so simple you'll wonder why you never did it before!

“Typequick has been developed in conjunction with experienced educators to produce an award winning keyboard training package. I recommend Typequick to students who seriously want to acquire keyboard skills.”

Professor Mitsuo Takahashi, Reitaku University, Japan

“One of the best things I did in my MBA was to learn to touch type with 10 fingers.”

Alyson Moore, MD Australian College of English

“After learning to touch type, computer users learned other software applications in at least 40% less time.”

Neuman College, Japan

**It's never too late to learn.
In just 10 easy lessons
you'll be fully confident on
the keyboard.**

THIS LICENCE INCLUDES:

- **Typequick Professional** course to train **ONE** user.
- Online support material (printable)
 - This student support material
 - Mental Rehearsal keyboard layout card.

MINIMUM HARDWARE REQUIREMENTS:

Broadband Internet connection,
Adobe Flash Player 9 or higher.

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Good typing techniques

Posture is important. Sit with your back straight, in a comfortable position with both your feet flat on the floor. Your elbows should be slightly ahead of the side of your body when your curved fingers are on the home row. The home row keys consist of the letters **a s d f** and **j k l ;**.

Keep your elbows close to your side and your wrists straight. Fingers must be curved as they would be when your arm is loosely hanging by your side. Press the keys smartly and firmly with the tip of the appropriate finger.

Your fingers should hover over the **home row keys**, lightly touching the tops of the keys. Anchor at least one finger on its home row key, usually the 'a' or the ';' (semicolon) key, when typing keys in other rows. Always return your fingers to the home row.



Useful Tips:

- Avoid hesitation. Concentrate on speed rather than accuracy and tolerate a few errors. TYPEQUICK's remediation will automatically address your accuracy.
- Only move your fingers – do not bounce your hands and arms up and down.
- Strike the keys using an even rhythm.
- Adopt the correct posture.
- Relax your muscles - loosen your neck and shoulders by bending your neck towards your left shoulder, then the right shoulder.
- Take a short break every 15 minutes or whenever you feel muscle cramps or aches.
- Blink your eyes and look away from the screen altering your focus from near to far.

TYPEQUICK TEACHING SYSTEM

The structured keyboard lesson course is complimented by additional courses that teach the Punctuation keys plus courses that help increase speed and accuracy.

TRAIN ADDITIONAL USERS

To add users simply visit our website www.typequick.com.au and purchase the required number of additional users or contact us direct by email typequick@typequick.com.au or +61 (0) 2 8467 9777