

# Keyboard Skills

Increase work performance and save time on your PC by learning how to touch-type accurately at 20-30 words per minute. Successful completion of this course will enable you to work towards further qualifications.

## AIMS & OBJECTIVES

- To learn to touch type accurately
- The ability to type accurately at 20-30 words per minute
- Increased work performance for anyone using a PC
- Essential preparation for core office and word processing training
- A personalised workbook with hands on exercises.