

# Keyboard A-Z (KAZ)

**Course length:** 3 hours\*

**Course Code:** 100374BT001

## Benefits for the Learner

Most of us now use a computer to produce our own business letters, reports and presentations. Yet very few of us have had any formal keyboard training.

If you're a typical, two-finger typist, this short course will help you to improve the speed and accuracy of your touch-typing. KAZ is probably the world's fastest way to learn to touch-type – it takes, on average, just 90 minutes to improve your keyboard skills using this groundbreaking approach.

## Benefits for the Business

Most modern organisations rely on staff to produce their own business correspondence. Yet slow keyboard work costs you time and money, and inaccurate or error-strewn documents make your business look unprofessional.

This course gives your staff all the skills they need to perfect their touch-typing. Covering letters, numbers, punctuation and symbols, they'll learn quickly and easily – and so be able to give 100% focus to their work, not their keyboard.

## What You Get From This Course

Having completed the course, you will be able to:

- Know the location and finger layout for A-Z keys
- Be able to touch-type words accurately
- Be able to touch-type number, punctuation and symbol keys
- Build up touch-typing speed and accuracy using KAZ Speedbuilder

## What Does the Course Cover?

- Keyboard A-Z

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

\*Courses are accessible for six months from the date of purchase.