



Technology to make learning easier

Touch Typing

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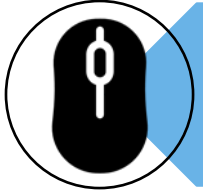
**A TRADITION OF
INDEPENDENT
THINKING**



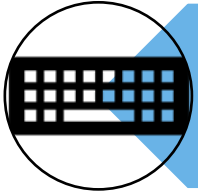
UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Basic IT skills



Basic Mouse Skills



Keyboard Skills

- Touch Typing essential



Basic File Management Skills

- Naming, Saving, and Backing Up Files



Email



Online Navigation

Touch Typing

What is Touch Typing?



Typing using **all your fingers without looking** at the keys.

Why learn touch-typing?

Speed and Accuracy



- Quicker with Homework/assignments/email & exams
- Computer proficiency
- Focuses you on content of work **not** on action of typing
- Opportunity to check spelling and grammar
- Able to listen and read work for proof reading
- Easier to read

Health

- Repetitive Strain injury (RSI)



Keyboard Hand Positions

Feel the raised bumps on the F and the J keys?



Home row is:

A	S	D	F		J	K	L	;
---	---	---	---	--	---	---	---	---

ALWAYS return to
home row!

General Body Position



How to Practice Touch Typing...

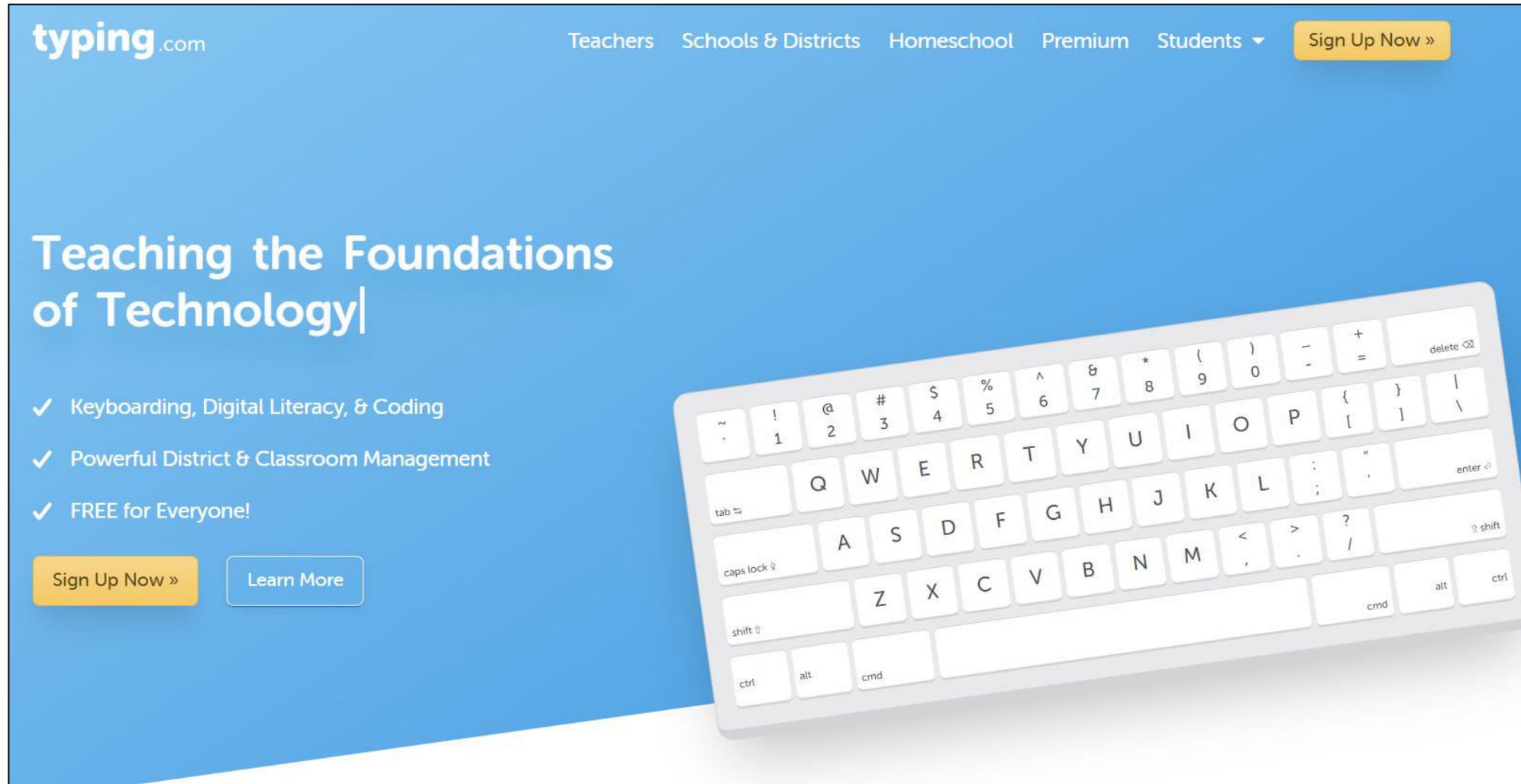
Steps

1. Place hands on home row
2. Cover hands
Kitchen towel
Scarf
Box
3. Start Typing!



Websites to Practice

Typing.com will be the website we use this



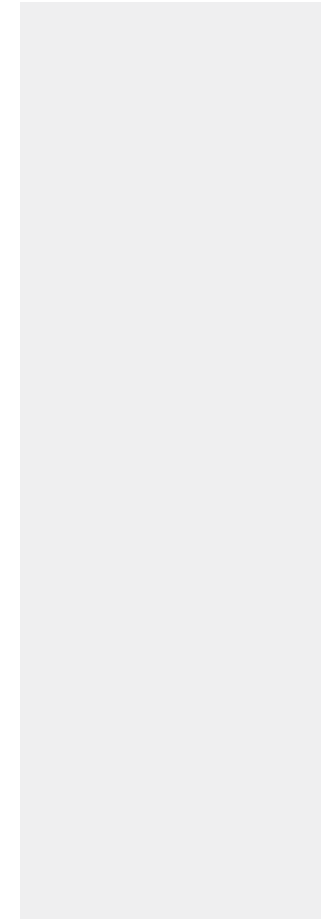
The screenshot shows the typing.com website homepage. The header features the 'typing.com' logo on the left and navigation links for 'Teachers', 'Schools & Districts', 'Homeschool', 'Premium', and 'Students' on the right, followed by a yellow 'Sign Up Now »' button. The main content area has a blue background with the text 'Teaching the Foundations of Technology|'. Below this, there are three bullet points: '✓ Keyboarding, Digital Literacy, & Coding', '✓ Powerful District & Classroom Management', and '✓ FREE for Everyone!'. At the bottom left, there are two buttons: a yellow 'Sign Up Now »' button and a white 'Learn More' button. On the right side of the main content area, there is a large, angled image of a white computer keyboard.

typing.com Teachers Schools & Districts Homeschool Premium Students ▾ Sign Up Now »

Teaching the Foundations of Technology|

- ✓ Keyboarding, Digital Literacy, & Coding
- ✓ Powerful District & Classroom Management
- ✓ FREE for Everyone!

Sign Up Now » Learn More



Websites to Practice

<https://www.typing.com/student/lessons>

The screenshot displays the Typing.com student dashboard. At the top, a blue header bar contains a circular profile picture of a seedling, a progress bar for 'Typing Seedling (1/5)' with '7,000 xp to go', and three performance metrics: 'Avg. Speed' (lightning bolt icon, --), 'Avg. Acc.' (target icon, --), and 'Typing Time' (clock icon, --). A 'DAILY GOAL' badge shows '00:00 /15:00'. Below the header is an orange banner with the text 'Create a free account to save your progress!' and buttons for 'Log In' and 'Create Free Account'. The main content area is titled 'Typing Lessons' and features a sidebar with 'Beginner', 'Intermediate', and 'Advanced' levels, each with a play button. Below the sidebar, the 'Getting Started' section shows three lessons: '1 J, F, and Space', '2 U, R, and K Keys', and '3 D, E, and I Keys'. Each lesson has a 'Start' button. A 'Print Unit Certificate' button is located at the top right of the lesson area. The progress bar at the top of the lesson area shows '0% Complete'.

Websites to Practice

<https://www.typing.com/student/tests>

Take a Free Typing Test

Take our online Typing Test for free! We offer a one minute typing test, three minute typing test, and five minute typing test, that you can take as many times as you like, and see your typing speed improve over time!

Timed Tests

1:00 Test

► 1 Minute Typing Test

3:00 Test

► 3 Minute Typing Test

5:00 Test

► 5 Minute Typing Test

Page Tests

1 Page Test

► 1 Page Typing Test

2 Page Test

► 2 Page Typing Test

3 Page Test

► 3 Page Typing Test

Websites to Practice

<https://www.typing.com/student/games>

Typing.com Typing Games

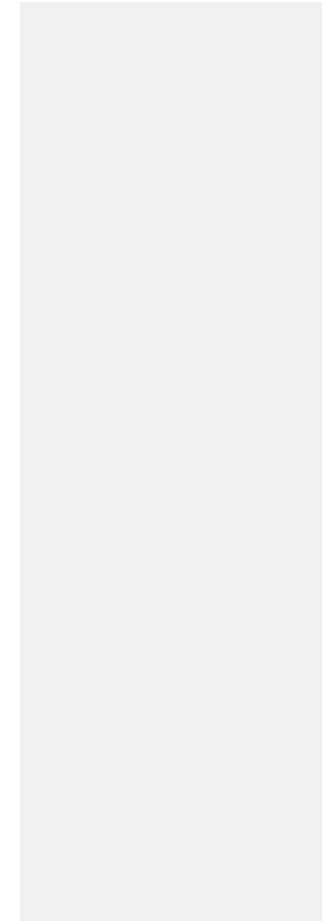
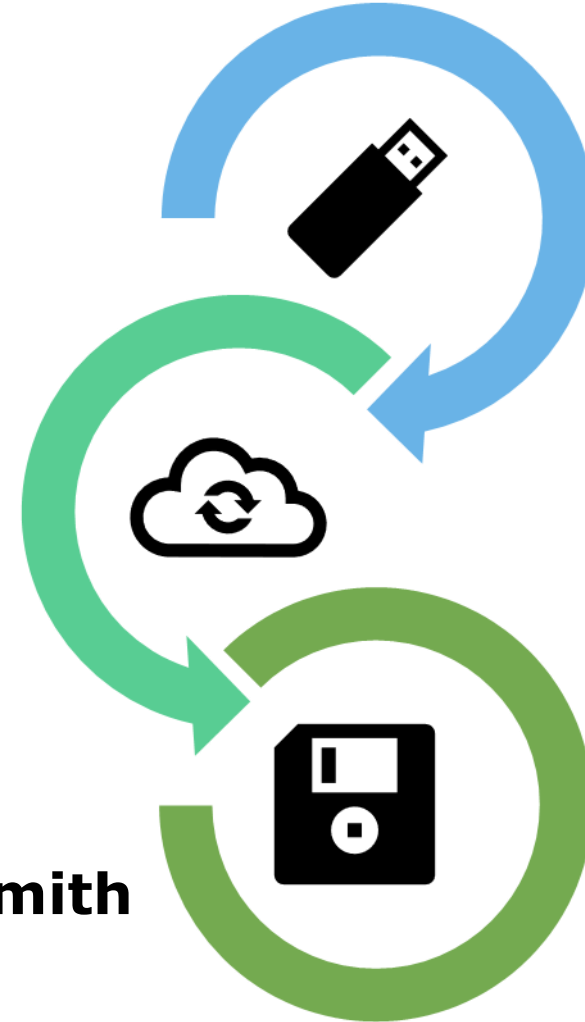
Our exclusive typing games are a great way to **improve typing speed and accuracy** and can be tailored to current typing abilities. Plus, they're a ton of fun!



File management

Basic file management skills

- Saving files often
 - OneDrive
 - Google Drive
 - iCloud
 - External Hard Drive
- File/Document name
 - According to Course and/or assignment
 - Include your name
 - Example: **touchtypingnotes-Eng101-johnsmith**



Useful websites

➤ Touch Typing

<https://www.typing.com/student/tests>

<https://www.typing.com/student/lessons>

<https://www.typing.com/student/games>

<https://play.typeracer.com/>

<https://www.typingstudy.com/lesson/1>

<https://www.nessy.com/nessyfingers/promo/>

➤ UCC Skills Centre- skillscentre@ucc.ie

<https://www.ucc.ie/en/skillscentre/>



Technology to Make Learning Easier

Aligning with the governments Digital Learning Framework this programme aims to guide teachers through various technologies that aid learning. Starting with a basic IT Skills review.

SOAR

Inter Institutional Collaboration on Access

Sincere thanks to the PATH SOAR project for funding

- PATH Soar:
<https://www.soarforaccess.ie/>
- Created by UCC's Disability Support Service:
<https://www.ucc.ie/en/dss/>