Technology to make learning easier
Touch Typing

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PATH
Programme for Access to Higher Education
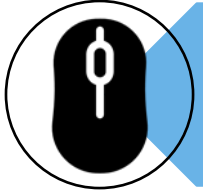
SOAR
Inter Institutional Collaboration on Access
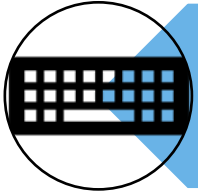
A TRADITION OF INDEPENDENT THINKING

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 Stain injury (RSI)

Keyboard Hand Positions

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

Home <u>row is:</u>

A	S	D	F		J	K	L	;

ALWAYS return to home row!

General Body Position

How to Practice Touch Typing…
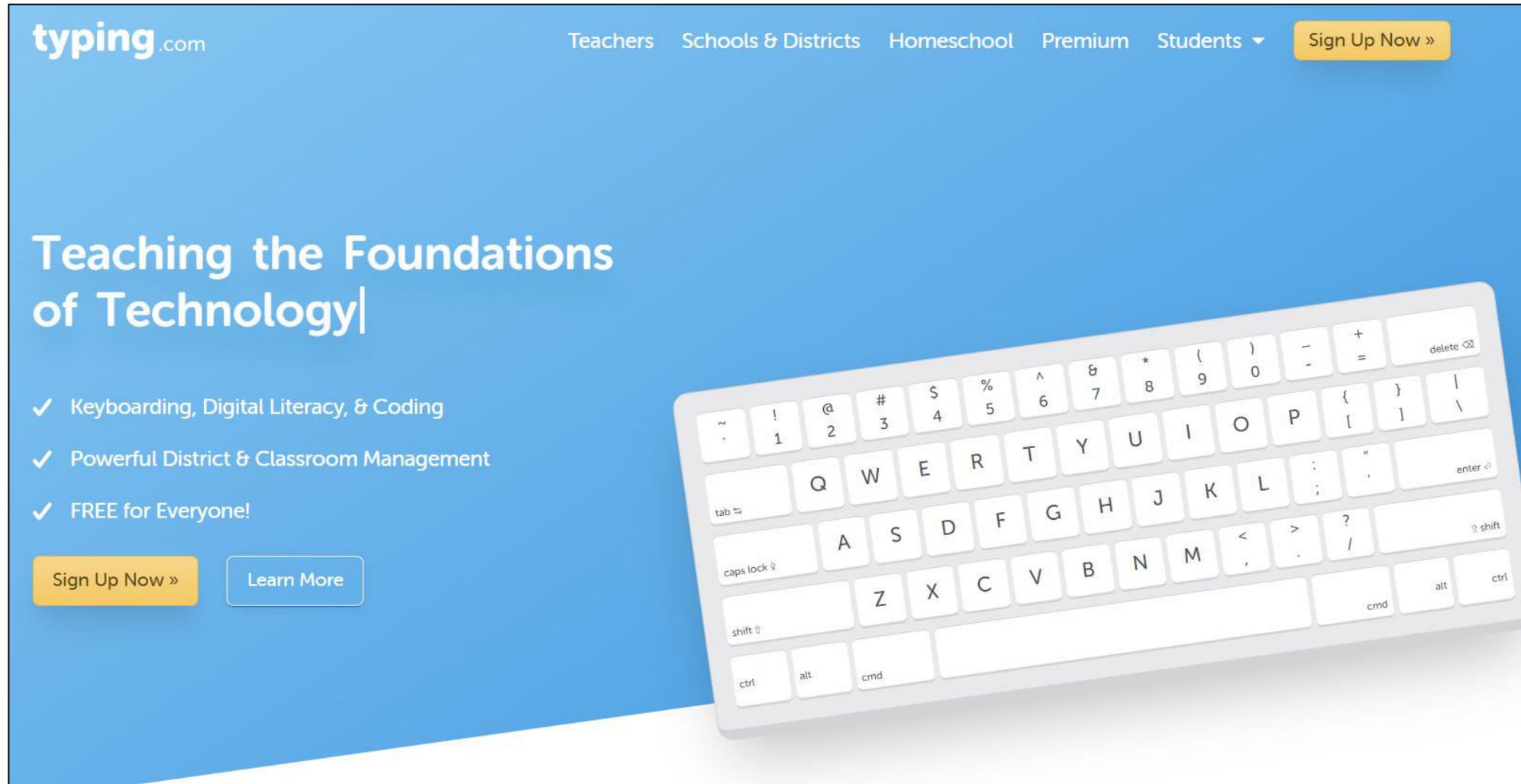
Steps

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

Websites to Practice

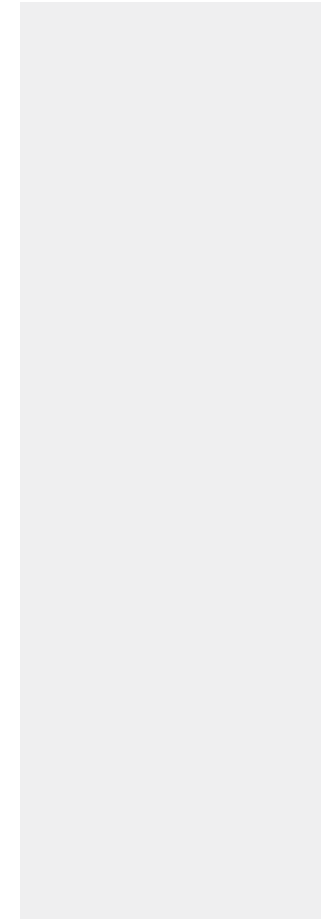**Typing.com** will be the website we use this

Websites to Practice

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

Websites to Practice

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

Websites to Practice

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

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**
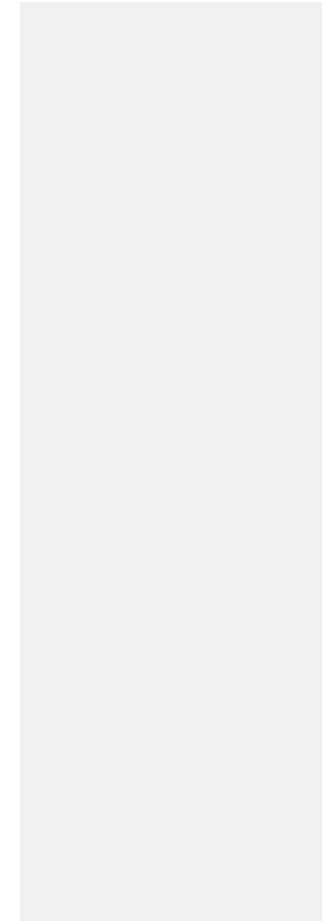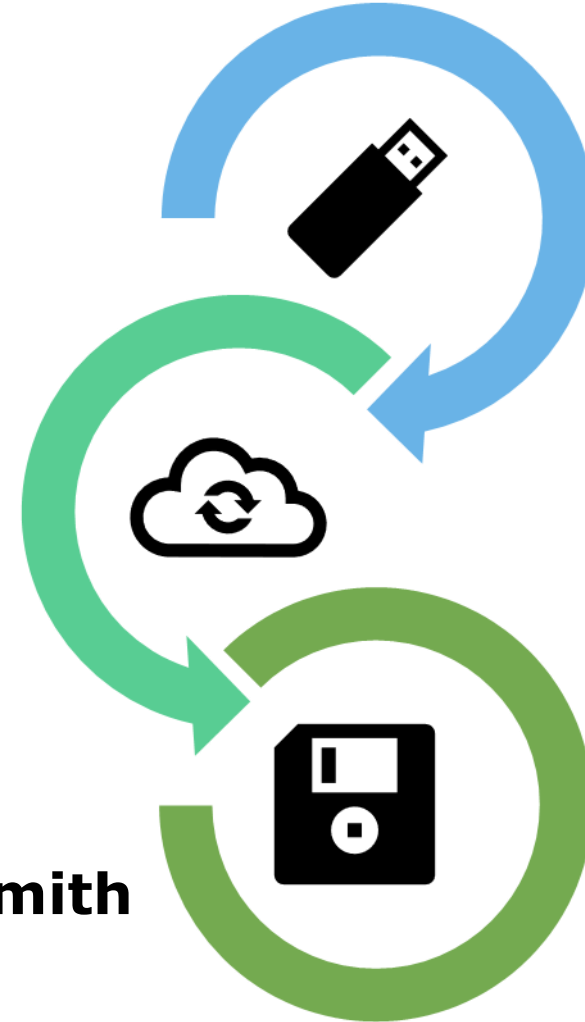
Useful websites

➢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.

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