

Learn to Type

Learning how to 'touch-type' (as opposed to the 'hunt and peck' method) isn't magic. It requires patience and practice to become proficient. This course presents the techniques needed to type correctly without looking at your hands or the keyboard. When you don't have to think about making errors or about which key to press, you can concentrate on the subject matter more fully. Come and learn the correct methods so that your practice can result in accuracy and mastery. These techniques are usable on any traditional keyboard including Mac and Windows computers. This 8-hour course is taught as a 1-to-1 tutorial rather than in a group. If you are interested, leave your name and phone number with the receptionist at the Senior Center. The instructor will contact you to arrange a schedule

Prerequisite: *Word Processing Basics* or equivalent

Cost: \$40 members, \$45 (non-members)

Registration: Leave information with the receptionist, as outlined in the description.