



**SELECT TRAINING AND RECRUITMENT LTD**

## **Touch Typing with Mavis Beacon**

### **INTRODUCTION:**

The Touch Typing with Mavis Beacon course is designed to teach you how to become a touch typist and work your way towards achieving a typing speed of 40 wpm (words per minute). Note: It is not speed that is the focus of this course but accuracy, which is the priority in business.

### **PREREQUISITES:**

There are no prerequisites for this course

### **COURSE AIMS:**

To develop your touch typing skills through interactive typing lessons provided by the Mavis Beacon touch typing programme.

### **COURSE CONTENT:**

#### **Class Room**

The Classroom Area is where the learner gains familiarity with the environment, receiving interactive tutorials from Mavis Beacon.

The learner enters different areas within the Mavis Beacon environment that include; Lesson area, practice lessons, media centre and typing games areas

#### **Menu Bar**

The Menu Bar consists of the File, Navigation and Help menus. The Menu Bar enables the learner to switch from one area to another and move through Mavis with ease

#### **Lesson Area**

The Lesson Area is where the learner will either enter as a 'beginner typist' and start from lesson one or choose to test their current skill level by entering the 'test typing level'

#### **Practice Lessons**

The Practice Lessons area offer the learner fun, new, and interesting exercises that help build and strengthen the learners typing speed and accuracy

#### **Typing Games**

Mavis Beacon features fourteen exciting games with different themes. These games will assist the learner to build their typing speed, accuracy, rhythm, and endurance. The more the learners typing skills advance, the more challenging the games become.

#### **Media Centre**

Media Centre provides the learner with the opportunity to learn more about ergonomics and access additional typing lessons for practice

#### **Progress Reports**

The Progress Reports area is accessed through the 'File' menu and provides options to the learner to obtain summary, key proficiency or summary over time reports