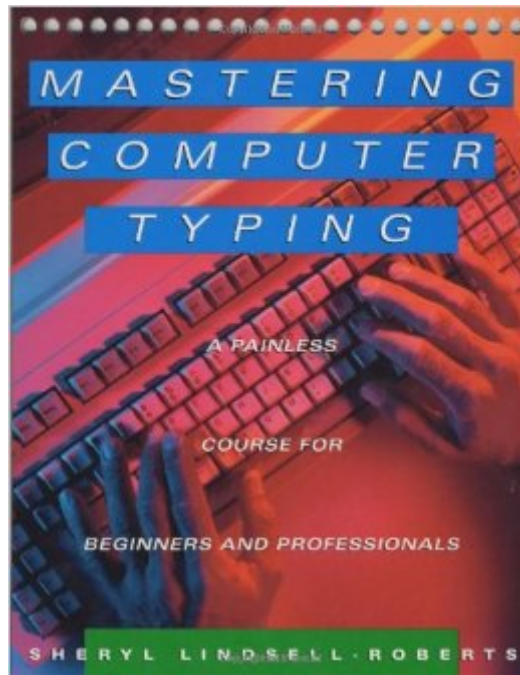# Mastering Computer Typing: A Painless Course For Beginners And Professionals

Synopsis

What's the best way to make your computer more efficient? Learn how to touch-type! And this is the book that can teach you. The first complete guide for learning how to touch-type on a computer keyboard includes: How to get from A to Z on your keyboard; How to negotiate punctuation keys; How to type numbers on a numeric keypad; How to avoid fatigue and aches and pains, especially carpal tunnel syndrome; Tips for first-time and experienced computer users; User-friendly exercises and practice lessons to build up speed and efficiency. Designed for individual or classroom use in a handy spiral-bound format, Mastering Computer Typing is the perfect tutor, aid, or guide for everyone who needs to touch-type on a computer keyboard.

Book Information

Spiral-bound: 208 pages

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Product Dimensions: 7 x 0.6 x 9 inches

Shipping Weight: 1 pounds

Average Customer Review: 4.4 out of 5 stars See all reviews (34 customer reviews)

Best Sellers Rank: #341,235 in Books (See Top 100 in Books)   #48 in Books > Business & Money > Skills > Secretarial Aids & Training   #87 in Books > Computers & Technology > Software > Word Processing   #6198 in Books > Science & Math > Mathematics

Customer Reviews

I purchased this book in order to teach my mother. In 1997 during middle school years I took keyboarding class, which I excelled in. In that class we worked out of a hard cover blue spiral book. In that book there were pages of pages of drills that we had to work through in order to progress toward more keys. That is where this book was a disappointment to me.One half of this book is dedicated to typing information and the back side discusses secondary topics, such as: LAN, landscape, leading, lowercase, pixel, semicolon use, and other grammar or computer terminology. The book even goes into DOS, how to format a floppy disk, copy a file using DOS copy command and even computer programming for example half of this book has code, such as:if (shift == 16) { shift=1; buffer1 = buffer (15-shift); ++shift;This is unacceptable. I am considering returning this book now having worked on this review and seen how off track this book really gets. This book is

suppose to be purely to master computer typing, and I would have use for more drills less how to write a letter or learn of programming languages. An important topic on finger position is fully detailed in four sentences. This is dismal. The book doesn't even include the basic tip of keeping your index finger planted to the when reaching for a distant key, for instance, the return key. How is this possible?The last thing I'll decide to spend time to say that the overall physical quality reminds me of a homemade recipe book, being small in width and length. For example, the pages are uneven where they meet the spiral top; essentially some pages are physically longer than others. There are probably more things I could write, but I think you get the point.

Mastering Computer Typing: A Painless Course for Beginners and Professionals Touch Typing in Ten Lessons: The Famous Ben'Ary Method -- The Shortest Complete Home-Study Course in the Fundamentals of Touch Typing (The Practical handbook series) Typing for Beginners: A Basic Typing Handbook Using the Self-Teaching, Learn-at-Your-Own-Speed Methods of One of New York's Most Successful Business Schools (Practical Handbook (Perigee Book)) How to Type Fast: 300%+ Improved Typing Speed TODAY: A Very Easy Guide (Touch Typing Beginners Guide) (The Learning Development Book Series 10) Painless Geometry (Painless Series) Mastering Computer Typing, Revised Edition iPhone for Work: Increasing Productivity for Busy Professionals (Books for Professionals by Professionals) Python: Python Programming Course: Learn the Crash Course to Learning the Basics of Python (Python Programming, Python Programming Course, Python Beginners Course) Python: Python Programming For Beginners - The Comprehensive Guide To Python Programming: Computer Programming, Computer Language, Computer Science Python: Python Programming For Beginners - The Comprehensive Guide To Python Programming: Computer Programming, Computer Language, Computer Science (Machine Language) Developing Internal Energy for Effective Acupuncture Practice: Zhan Zhuang, Yi Qi Gong and the Art of Painless Needle Insertion Insuring Your First Home: Your Must-Have Guide to Make Home Buying Painless Make Money Online: 70 Painless Ways to Make Money for $5 Or Less (Make Money Online Now) Fundamentals of Forensic DNA Typing Typing the Easy Way (Easy Way Series) Increase Your Typing Speed Tremendously Beginning Nokia Apps Development: Qt and HTML5 for Symbian and MeeGo (Books for Professionals by Professionals) Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics Fior Medical Office Professionals) Introduction To Research And Medical Literature For Health Professionals (Blessing, Introduction to Research and Medical Literature for Health Professionals wi) Ethical and Legal Issues for Imaging Professionals, 2e (Towsley-Cook, Ethical and Legal Issues for Imaging Professionals)