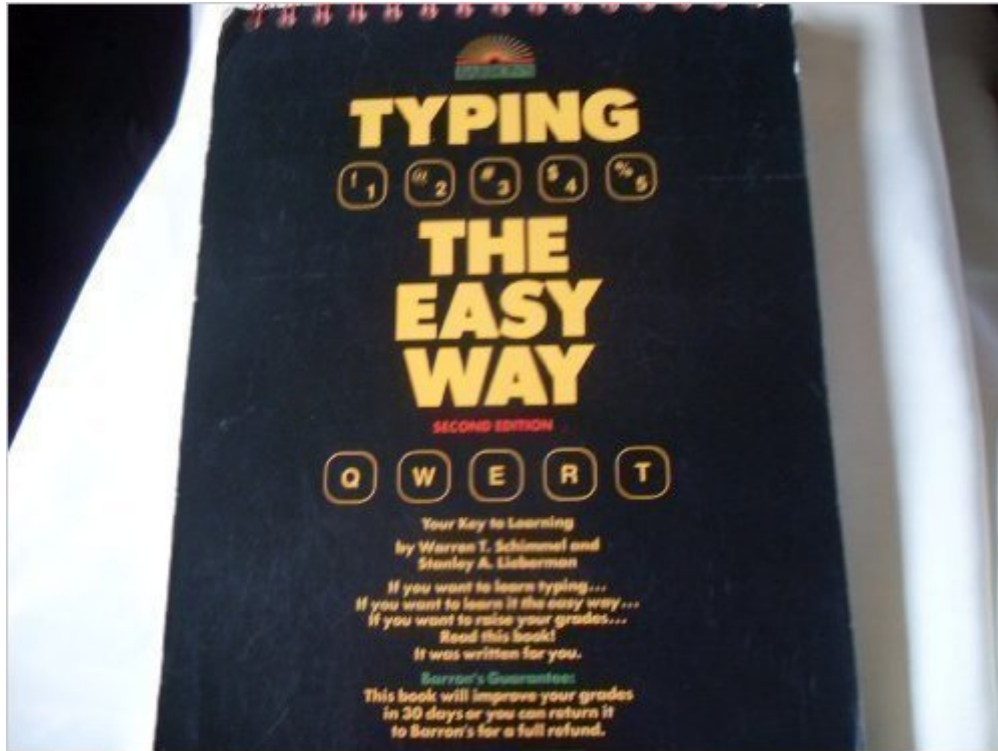# Typing The Easy Way (Easy Way Series)

Synopsis

This valuable manual presents a step-by-step drill and general format designed to teach touch-typing. Speed and accuracy are emphasized. Also included is supplementary information to help students understand computer keyboards and make the best use of word processing programs. --This text refers to an out of print or unavailable edition of this title.

Book Information

Series: Easy Way Series

Spiral-bound: 139 pages

Publisher: Barrons Educational Series Inc; 2nd edition (August 1988)

Language: English

ISBN-10: 0812040805

ISBN-13: 978-0812040807

Product Dimensions: 1 x 8 x 11.5 inches

Shipping Weight: 1.5 pounds

Average Customer Review: 4.6 out of 5 stars See all reviews (7 customer reviews)

Best Sellers Rank: #1,618,653 in Books (See Top 100 in Books)   #252 in Books > Business & Money > Skills > Secretarial Aids & Training   #8959 in Books > Textbooks > Test Prep & Study Guides   #13912 in Books > Education & Teaching > Studying & Workbooks

Customer Reviews

From my 11 year old son, "It is so much easier to learn typing from this book than from the computer programs". It is direct and to the point. We do one exercise each day, and it takes him about 45 minutes to complete an exercise. In the back of the book is a score chart that we copied and taped to his desk. The score chart has targets for each lesson. After each lesson, he does the timed test, and we enter his score into the chart. He is proud of how far he has gotten after after only 18 out of 60 lessons. The student finishes learning the keyboard by lesson 16, so the rest of the book is formatting documents and typing review.Before starting this book, my son would fight about writing even one paragraph. Now, he will easily write a three paragraph essay. Taking the time for a student to properly learning typing is well worth the time investment.As for the rest of the book, part II is review / practice of the keyboard. Part III is editing and more complex documents. Correcting a document with hand-written editing symbols is not going to change from a typewriter to a word processor. But when the book starts to deal with creating tables, letters, reports, bibliographies, the teacher is either going to have to modify these lessons orally or using a different source. The

example text to type does not need to be changed, just the instructions on how to enter the data will need to be changed.I taught my son to use Microsoft Word before I taught him how to type using "Microsoft Word Mastery Series" by Labyrinth Learning, so we will use the examples from this book and just type them into the word processor.

I was looking for a book of typing lessons for children who will be using computers for the rest of their lives. This book might do the job but it is very unappealing and the pages look like the print from an old-fashioned typewriter. I'll keep looking.

I learned how to type with this book over 2 decades ago. I'm so happy that I was able to find it again for my children. With the help of this book, I've learned how to type incredibly quickly and accurately, without needing to look at the keyboard. I've actually considered becoming a court reporter . . .

I really enjoyed this book. It as a great help, especially when used together with some online typing tutors like http://www.typingstudy.com or any other. Really - thanks a lot! It was great :)

How to Type Fast: 300%+ Improved Typing Speed TODAY: A Very Easy Guide (Touch Typing Beginners Guide) (The Learning Development Book Series 10) 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)) Typing the Easy Way (Easy Way Series) Fundamentals of Forensic DNA Typing Mastering Computer Typing, Revised Edition Increase Your Typing Speed Tremendously Mastering Computer Typing: A Painless Course for Beginners and Professionals Learn Russian | Easy Reader | Easy Listener | Parallel Text Audio Course No. 1 (Russian Easy Reader | Easy Learning | Easy Audio) 21 Songs in 6 Days: Learn to Play Ukulele the Easy Way: Ukulele Songbook (Learn Ukulele the Easy Way) The Big Easy Book Of Acousticguitar Easy Guitar Tab Edition (The Big Easy Guitar Series) Learn Ruby the Hard Way: A Simple and Idiomatic Introduction to the Imaginative World Of Computational Thinking with Code (3rd Edition) (Zed Shaw's Hard Way Series) Words Their Way: Word Study for Phonics, Vocabulary, and Spelling Instruction (6th Edition) (Words Their Way Series) Words Their Way with English Learners: Word Study for Phonics, Vocabulary, and Spelling (2nd Edition) (Words Their

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