# Typing Training

This typing training is in anticipation of receiving my TextBlade. The typing test sessions (sessions 1-4) are done prior to receiving the TextBlade, and then others after receiving it to provide feedback on the immediate results of using the new keyboard, and then later results after intentional practice on the TextBlade. It’s also a decent training plan for someone with very little typing experience and wants to get better at more than just basic letters and punctuation.

1. Complete *Typing Test 1* and *Typing Test 2* (find these in the section on *Typing Test*) with your most used keyboard. It’s best if you do these tests at least twice to get an accurate time. Write down your times for later comparison.
2. Complete the practice sessions with your most used keyboard until you are comfortable (except for session 5 – that comes after receiving your TextBlade).
3. Complete *Typing Test 1* and *Typing Test 2* again. Write down your times.
4. After receiving your TextBlade, complete the practice sessions until you are comfortable with finding all features in Sessions 1-4 (again, leave session 5 until later).
5. Complete *Typing Test 1* and *Typing Test 2* with your new TextBlade. Write down your times and compare to previous tests
6. Continue to practice and test yourself until you feel comfortable with your times.

## Typing Practice

## The following sessions of training can be used for familiarization and practice using the characters and features on your most used keyboard and then on your new TextBlade.

## Initially, run through the first session until comfortable with typing the characters, etc., and then move to the next session (except for Session 5). After completing the practice sessions and typing tests, use these sessions to practice areas where you need more practice.

### Session 1:

* Normal typing (simple sentences)
* Numbers: 0-9
* Basic punctuation . , ! ‘ “ ? ; : ( )
* Additional punctuation [ ] / \ @ $ # % < > - \_
* Practice entering:
	+ Email addresses
	+ Text (including the brackets):
		- [NOTES]
		- ->
		- https://forum.waytools.com
	+ Practice entering special numbers:
		- $23.02
		- 62%
		- (123) 555-1820

### Session 2:

* Navigation, Copy, Cut, Paste
	+ Page Up/Page Down
	+ Left and Right (characters and words)
	+ Select Left and Right (characters and words)
	+ Backspace (characters and words)
	+ Delete (characters and words)
	+ Escape
	+ Tab and Shift-Tab (indent/outdent)
	+ Beginning and End of document

### Session 3:

* Control, Alt, Cmd
	+ Control and letter of both sides of keyboard (e.g., Ctrl+S to Save, Ctrl+P to Print)
	+ Hands off keyboard (practice hands off and finding the Ctrl key), then click Ctrl+F
	+ Ctrl+Alt+Del
	+ Ctrl+Alt+2 (more explained in the section on *Typing Test*)
	+ Cmd+left arrow and Cmd+right arrow
	+ Hands off keyboard, then Cmd+rdp (remote desktop protocol)

### Session 4:

* Spreadsheet practice
	+ Alpha layer to numeric layer, type 4 numbers, and then Enter key (similar to entering various information in a spreadsheet)
	+ Enter numbers, cursor down, and then enter more numbers
	+ Enter numbers, tab over, and then enter more numbers
	+ Enter numbers, enter, and then enter more numbers
* Add, Subtract, Multiply, Divide numbers
* Ctrl+number (for selecting apps from task bar)
* Function keys
	+ Shift+F3
	+ Navigate and select a word, press Shift+F3 (changes word case)

### Session 5 (after receiving your TextBlade):

* Personal Chords and Layers
* Practice personal chords
* Practice accessing various layers

## Typing Test

The following practice text is based on a Training Manager work for creating a portion of a User Guides (without graphics). To make the User Guide easy to read, informative, and efficient, use various emphasis formats (e.g., bold, italics, underlining, red font color for notes) and Styles in Word (styles are good for emphasizing section breaks and to ensure the Table of Contents is easy to read). Microsoft Word can be configured with your own keyboard shortcuts for autocorrect text (“NN" results in ***NOTE:***) and styles (e.g., Ctrl+Alt+2 gives me Heading 2).

For more information on creating keyboard shortcuts for autocorrect text, view [this article](https://www.aje.com/arc/editing-tip-customize-your-microsoft-word-spelling-dictionary-and-autocorrect-options/).

For more information on creating keyboard shortcuts for styles, view [this article](https://www.webucator.com/how-to/how-assign-keyboard-shortcuts-styles-microsoft-word.cfm).

For more information on using the Format Painter to apply the same formatting, view [this article](https://support.office.com/en-ie/article/use-the-format-painter-4bb415a9-d4e4-42b7-b579-170adc594e40).

The following tests will allow you to test your current skills on your current keyboard and then later on your TextBlade. Complete the tests in the following way:

### Typing Test 1

* Test your basic typing speed using straight typing and clicking (e.g., click the bold button, and type each sentence like it is in the section, on the following pages, without copying similar sentences and pasting them in the new section). Also, do not use other keyboard shortcuts you may currently use, during this test session.

### Typing Test 2

* Test your typing speed while using keyboard shortcuts. Here are some common keyboard shortcuts I use:
	+ Ctrl+B – Bold text
	+ Ctrl+C/V – Copy and Paste text
	+ Cttrl+Shft+C/V – Copy and Paste Format Painter formats
	+ Enter the number 1 followed by a period “1.” + spacebar to begin autonumbering
	+ When adding a note, use the **Backspace** key to stop autonumbering – on the next line, you enter the next step number and autonumbering will begin again
	+ Autocorrect – see the article in the following link to setup Autocorrect shortcuts – these save time when you enter the same text numerous times throughout a document ***NOTE:***  The quotation marks are not entered and do not display
		- Enter “sb" + spacebar – Enters “Click the **Save** button”
		- Enter “stact" + spacebar – Enters “Scroll to and click the”
		- Enter “shift-NN" – Enters ***NOTE:*** (replaces selecting Bold, Italics, and the font color)
	+ Styles – When practicing using keyboard shortcuts, use the following:
		- Ctrl+Alt+N Normal style
		- Ctrl+Alt+1 Heading 1
		- Ctrl+Alt+2 Heading 2
* In the following test, in some location, I indicate bold, italics, font color, and styles within the brackets [] to help you match the test content. Do not enter the brackets and the text displayed within the brackets. I used the **brown** font to help it stand out.

## \*\*\*\*\* Test material follows \*\*\*\*\*

# My Settings: Manage Favorites [Heading 1]

Navigate to the following: **Menu A** -> **Menu B** -> **Menu C** [Normal+Bold text]

Your favorites is a convenient feature that allows you to select the menu items you most frequently need to have access, reducing navigation steps.

## Add an Autocorrect [Heading 2]

**To Add a New Autocorrect, complete the following** [Normal+Bold text – below numbered items use normal, bold, and italics]

1. Enter the text to use (e.g., Click the **Save** button)
2. Highlight the text to use
	1. Hold down the cursor and drag it across the text
	2. On your mouse, **Right-click** the text and click **Copy**
3. Click the **File** menu item
4. Click the **Options** menu item
5. Click the **Proofing** menu item
6. Click the **AutoCorrect Options** button
7. In the *Replace* field, enter **sb**
8. Click the **Formatted text** radial button
9. Click the **Add** button
10. Click the **OK** button

## Add Favorites [Heading 2]

**To Manage Favorites, complete the following:** [Normal+Bold text]

1. Click the **My Settings** menu
2. Click the **Manage Favorites** menu item

**To Add Menu Items to your Favorites, complete the following**

1. On the left side, click the **Expand** icon to display menu items

***NOTE:*** At any time, you may **Save** your favorites, **Cancel** changes, or **Exit** *Manage Favorites*. [The work NOTE uses Bold, Italics, and a red font]

1. Click the **Add Group** button and name the new group (e.g., *Case Management*)

***NOTE:*** You may create multiple groups for organizing your favorites.

1. Select the item to add, and **Drag-and-Drop** the item to the appropriate location

#### Updating a Form – Part A of the Form [Normal+Bold text]

1. On your Desktop, **Double-click** the form to open
2. Navigate to *Part A*
3. Complete all fields

***NOTES:***

* *Alternate ID Number* – Should be 10-15 digits
* *Address* – Your current address, city, state, and zip code
* *Alternate email ­*– If you want your spouse included, enter an alternate email address
* *Phone number*
	+ Primary phone number
	+ Alternate phone number
	+ Enter the type of number (e.g., “Home Phone”)
* Check the *Public* [italics]**Check-box** [bold] if you want this information available online

## \*\*\*\*\* Test material complete \*\*\*\*\*