

## KEYBOARD PRACTICE

Learning to type is a skill that is transferable across many occupations. It takes many hours of practice to learn fully but with regular practice everyone can speed up a little. Below are some websites that will help with the following:

Keyboard familiarisation

Home keys

Speed test

Practicing individual letters (either vowels or consonants)

Practicing different lengths of words

Pieces of text to practice copying

They are all free to use online and do not require you to download anything to your computer. All are easy to follow and by doing a little every now and again you can get better and faster.

[https://homepages.westminster.org.uk/it\\_new/keynet/index.html](https://homepages.westminster.org.uk/it_new/keynet/index.html)

<http://www.typeonline.co.uk/lesson1.html>

<http://gwydir.demon.co.uk/jo/typing/>

You can also buy various programmes to teach yourself at home, such as Mavis Beacon for around £15 - £20 although some are available second hand from sites like Amazon.