Typing

Being able to type correctly and efficiently has become a necessary skill both academically and professionally. Maintaining and continually improving this skill allows you to maximize your efficiency. It also looks great on applications. Outlined below are important elements in typing and resources.

Speed and Accuracy

Now that most work/school is done online, typing is very important. The faster and more accurately you type the sooner you finish. The equation below outlines ideal typing speed and accuracy in relation to grade level.

> 5 words per minute (wpm) x grade level = ideal typing speed
> Ex: 5wpm x 12 (th grade) = 60 wpm is ideal for 12th graders
>
> Accuracy above the 6th grade is expected to be 90% -100%

Placement

Directly tied with accuracy and speed is finger placement. Do not waste time finding letters with one finger, memorize the keyboard and fingers associated with keys. Ideally you will eventually be able to type without even looking at the keyboard.

FINGER RESPONSIBILITIES

HOME ROW KEYS

Resources

- Typing Speed and Accuracy
  - ➢ https://www.hopkinsschools.org/sites/default/files/public/downloads/KeyboardingStandards.pdf
- Learning to Type
  - ➢ https://www.typingclub.com/sportal/program-3.game