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ESTD. 2024

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SMARTBTR INSTITUTE OF TECHNOLOGY INTERNATIONAL

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Course Title : Computer Typing

Course Duration: 3 months

Course Fees: INR. : Rs. 3,000   **Eligibility:**   Not Required

Prerequisites: No experience required

TOPICS
1. Introduction
2. Languages
3. Typing Section: Learn Touch Typing
4. Increase Your Productivity with keyboard Shortcuts
5. Typing Course 2024 Updates
6. Conclusion and more resources

Session-1: Introduction

- Welcome and introduction of this course, Get Quick Course Overview, How to Make the Most out of this Typing Course

Session-2: Languages

- In this course you will learn Different language typing like English, Assamese

Session-3: Typing Section: Learn Touch Typing

- 3 tips that can set you up for success, Typing the Home row: A, S, D, F, G keys; H, J, K, L, ; and ' keys, Important: how to use the Backspace and the spacebar keys, Practice typing. How to download the files and practice, Typing the Top row - Letters and special characters, Your Progress, Typing the Bottom row - Letters and special characters, Note: QWERTZ configuration of the top and bottom rows: German example. The SHIFT key - Typing upper case letters and (main) special characters, Measure your typing speed and progress, Typing the Top number row, The special characters from the top number row, Typing using the Numerical Keypad, Using the CTRL, Tab and the ALT keys, Well done

Session-4: Increase Your Productivity with keyboard Shortcuts

- Take your productivity to the next level, Word keyboard shortcuts for editing – ARTICLE, Word section - what to expect. 7 Word keyboard shortcuts for faster navigation, Select faster in Word with these shortcuts, super shortcuts for Word: Favorite Word shortcuts for Productivity, Learn other effective Word specific shortcuts and Increase Speed, Excel shortcuts quick intro, Navigate in Excel in a heartbeat: the keyboard shortcuts for navigation: part 1, Excel keyboard shortcuts for navigation - part 2 (Page Up and Page Down), Select in Excel in a heartbeat: the keyboard shortcuts for selection: part 1, Excel keyboard shortcuts for selection - part 2 (Page Up and Page Down), Learn More effective navigation and selection in Excel with these Advanced Tools, faster navigation and selection, Practice additionally the Excel shortcuts, Learn Top Shortcut for Programming

Session-5: Typing Course 2024 Updates

- 7 unbelievably useful shortcuts for PC (Windows)

Session-6: Conclusion and more resources

- Congratulations! More resources, Bonus Topics

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