

## Touch Typing In Ten Lessons The Famous Benary Method The Shortest Complete Home Study Course In The Fundamentals Of Touch Typing The Practical Handbook Series

Comp-Information Technology-TB-09-R

Suggests unique jobs conducted from the home, such as tropical fish breeder, model train repairer, necklace restringer, and fishing pond owner, and gives costs, equipment, and training necessary to perform the job

If you use a keyboard you need this book. Most of us use computers - many of us all the time - but how many of us can type properly? 'When you've learned how to touch type a 3000 word report will take you less than 1 hour to type!' With this book you can learn to 'touch type' in ten hours at a fraction of the cost of a course. It will also take you less time than the average course and, best of all, you can learn in your own home or office. Just think how much time you will save in your working day - and you will be able to concentrate on the content rather than finding the correct letters. Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'. This new edition goes on to show you how to use Microsoft Word 2007 to best advantage. Most of us want to learn all the basics as quickly as possible and in no time at all you should be able to do everything from simple word processing tasks such as moving blocks of text, to more complex tasks such as mail merge, graphics and creating newspaper style columns. Spend a few hours now and reap the benefits for a lifetime, whether you are using a keyboard at work or at home. Contents: Preface; Introduction; Getting started; Part 1 - Drills, Hour 1: The Home Keys a, s, d, f, j, k, l, and; Consolidation; Hour 2: e and i, g and h; Consolidation; Hour 3: o and n, shift keys and t 20; Consolidation; Hour 4: Extra practice, full stop and y; Consolidation; Hour 5: Comma and w, r and b; Consolidation; Hour 6: m and u, p and c; Consolidation; Hour 7: v and x, q and z; Consolidation; Hour 8: Sentence drills; Hour 9: Figures; Consolidation; Hour 10: Alphabetical paragraphs; Part 2 - Additional Touch Typing Practice Material: Sentence practice; Paragraph practice; Longer practice pieces; Tasks 1-10; Part 3 - Microsoft Word Theory: AN INTRODUCTION TO WORD 2007; Running Word; The Opening Screen; Selecting Commands; Standard Toolbar; Formatting Toolbar; THE BASICS OF USING MICROSOFT WORD; Preparing, Saving and Printing a Document; Files and Folders; Getting Help; Selecting Text; Using Bold, Italic and Underline; Changing the Case of Text; Centreing Text; Moving or Copying Text; Indenting Paragraphs; Inserting Symbols; Line Spacing; Changing the Alignment of Text; Centring Text on a Page; Changing the Paper Size; Using Print Preview; Using Tabs; Page Numbering; Inserting a Page Break; Changing Margins; MORE ADVANCED FEATURES IN WORD; Tables; Mail Merge; Mail Merge to Include Labels; Graphics; Using Bullets and Numbering; Columns; Part 4 - Reference Guide: Important symbols and general rules; More general rules; Line spacing; Fonts; Margins; Paper sizes Manuscript correction signs; Abbreviations and their correct spellings; Putting together sentences and paragraphs; The business letter; Memos; Emails; Reports; Illustrations: Correct sitting position; Hand chart. Touch Typing in Ten LessonsThe Famous Ben'ary Method -- The Shortest Complete Home-Study Course in the Fundamentals of Touch TypingPenguin

Popular Mechanics inspires, instructs and influences readers to help them master the modern world. Whether it's practical DIY home-improvement tips, gadgets and digital technology, information on the newest cars or the latest breakthroughs in science -- PM is the ultimate guide to our high-tech lifestyle.

Discusses terminology, equipment, care of disks, work at home, popular software, and other aspects, and provide advice on specific techniques such as saving, retrieving, editing, and formatting

The Iron Whim is an intelligent, irreverent, and humorous history of writing culture and technology. It covers the early history and evolution of the typewriter as well as the various attempts over the years to change the keyboard configuration, but it is primarily about the role played by this marvel in the writer's life. Darren Wershler-Henry populates his book with figures as disparate as Bram Stoker, Mark Twain, Franz Kafka, Norman Mailer, Alger Hiss, William Burroughs, J. G. Ballard, Jack Kerouac, Hunter S. Thompson, Northrop Frye, David Cronenberg, and David Letterman; the soundtrack ranges from the industrial clatter of a newsroom full of Underwoods to the more muted tapping and hum of the Selectric. Wershler-Henry casts a bemused eye on the odd history of early writing machines, important and unusual typewritten texts, the creation of On the Road, and the exploits of a typewriting cockroach named Archy, numerous monkeys, poets, and even a couple of vampires. He gathers into his narrative typewriter-related rumors and anecdotes (Henry James became so accustomed to dictating his novels to a typist that he required the sound of a randomly operated typewriter even to begin to compose). And by broadening his focus to look at typewriting as a social system as well as the typewriter as a technological form, he examines the fascinating way that the tool has actually shaped the creative process. With engaging subject matter that ranges over two hundred years of literature and culture in English, The Iron Whim builds on recent interest in books about familiar objects and taps into our nostalgia for a method of communication and composition that has all but vanished.

Do you need to learn to type in a hurry? Or do you just need a refresher course to practice with and tone up your skills? This is the shortest typing course that covers all of the fundamental skills of touch typing. This classic handbook, which has literally taught more than a million people the basics of typing, can teach you too. Touch Typing in 10 Lessons starts by teaching you the basic combinations for fingering the keyboard, and then helps you master the entire alphabet. Once you've learned the alphabet, the book jumps right into capitals, punctuation, and numbers. Learning the keyboard is just the beginning. The book will teach you how to set up professional business letters and tricks to help you get the most out of your word processor. There are dozens out of your keystrokes. There are dozens of drills that will help you develop the accuracy and speed you need in school and at the office. Finally, there are practice tests that will help you get over fears concerning typing tests and that will help build up your speed on the keyboard.

A world list of books in the English language.

Overview: If you use a keyboard you need this book. Most of us use computers - many of us all the time - but how many of us can type properly? 'When you've learned how to touch type a 3000 word report will take you less than 1 hour to type!' With this book you can learn to 'touch type' in ten hours at a fraction of the cost of a course. It will also take you less time than the average course and, best of all, you can learn in your own home or office. Just think how much time you will save in your working day - and you will be able to concentrate on the content rather than finding the correct letters. Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'. This new edition goes on to show you how to use Microsoft Word 2007 to best advantage. Most of us want to learn all the

