



## Know Your Program Questions—Keyboard Short Course © 2014

1. **Sit Up** Straight, **arms** and **wrists** straight.  
**Eyes** on the **copy**.  
**Correct Fingers**. Keep your “**J**” finger on the “**J**” key when depressing the Enter key. Keep your fingers near the **Home Row**. Each finger depresses its own keys.  
**Reasonable Rhythm**. Keep an even, steady pace. Eliminate pauses.  
**Eliminate** errors properly, if allowed by your teacher.  
**Tap Keys** as if they were hot.
2. If your typing area turn grey and you cannot see what you have typed, your instructor has enabled the **Black** out Timing option.
3. The **User Info** screen is where you can change your password.
4. The **Setup** contains all of your course standards. Click on the tabs to see the course standards.
5. The **Errors Allowed** column shows the accuracy needed to have a timing recorded. If you have too many errors, take the timing again.
6. When you finish a lesson, a **Check Mark** will appear in the box on the left.
7. On single line exercises do not press the **Spacebar** at the end of the line, press the **Enter** key and keep going until the timer stops. The timer begins when the first key is depressed
8. If you begin a timing with errors you can start over by clicking on the **Time Remaining** button.
9. To make letters larger on the screen move the Adjust Font button to the right.
10. The **Progress Report** shows your best timing scores.
11. The current grade and final grade are based on the **Base** score for each lesson line on the Progress Report.
12. The **Current** Grade Report shows your overall average WPM (non-weighted) with a grading scale to help you evaluate your progress.
13. The **Final** Grade Report shows your final weighted timing grade when **All** the assigned lessons have been completed.
14. Can you go back to your Progress Report at any time and practice to improve your scores and grade? **Yes**
15. The **Message** Center can be used to communicate with your instructor.