# All Ten Fingers Writing

Course code: V10

Do you think quicker than you write? Don't slow your mid - write quicker! Learn to use all ten fingers. We won't teach you that in one day, but we will show you program, with which you can make it in few weeks. We will show you the fingering; teach you, how to control the program, practise and the most common mistakes. We will add some "tips", shortcuts and text games, which will help you in your effort.

| Affiliate | Duration | Course price | ITB |
|-----------|----------|--------------|-----|
| Praha | 1 | 2 200 Kč | 0 |
| Brno | 1 | 2 200 Kč | 0 |
| Bratislava | 1 | 95 € | 0 |

The prices are without VAT.

## Course terms

| Date | Duration | Course price | Type | Course language | Location |
|------|----------|--------------|------|-----------------|----------|

The prices are without VAT.

### Who is the course for

For those who wants learn to use all ten fingers. We will add some "tips", shortcuts and text games, which will help you in your effort.

### What we teach you

We won't teach you that in one day, but we will show you program, with which you can make it in few weeks. We will show you the fingering; teach you, how to control the program, practise and the most common mistakes. We will add some "tips", shortcuts and text games, which will help you in your effort.

### Required skills

Computer basics

### Course Outline

Two methods of education
- Classic vs. modern

Keyboard lay-out
- Main keyboard
- Function keyboard
- Special keys
- Numeric keyboard

Principles of writing
- Basic hand position
- Keyboard location
- How to sit
- Rhythm of writing

Keys hit on each of fingers
- Standard fingering
- Controlling particular keyboards
- Writing numbers

- Four positions of right hand

Start and control of program
- Program start-up
- Settings
- Lessons start-up
- Exercises
- Evaluation
- Improving performance
- Testing

Work with text
- Movement within text
- Selecting text
- Deleting text

Copying text
- Using box
- Drag and drop
- Quick keys
- How to write that - tips

Tutorials
- Offer of programs

Text games

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