

EDUCATIONAL VISION SERVICES 2005-2006

Suggested Typing Programs

Macintosh

All the Right Type
Mavis Beacon
Type to Learn
Typing Tutor

Windows 95/98/2000/XP

All the Right Type
Mavis Beacon
PC Fastype
Talking Typer
Type to Learn
Typing Tutor

Low Tech Solutions

Any "How to Type" print textbook
APH tapes with Write Outloud

Keyboarding Skill Levels

Level 0 – Student has:

No prerequisite skills

Level 1 - Student exhibits:

Adequate finger strength
Adequate wrist strength
Eye hand (or ear hand) coordination
Ability to maintain good posture
Finger dexterity (ability to isolate fingers)
Knowledge of the alphabet

Level 2 - Student can:

Place fingers on home row (a s d f j k l ;)
Type individual letters on home row keys
Type two letter combinations on home row keys
Type three letter words on home row keys

Level 3 - Student can:

Type with pinkie, keys of right hand (p return key)
Use the shift keys to type capital letters
Type four letter words using home row and new letters
Type five letter words using home row and new letters

Level 4 – Student can:

Type with pinkie, keys of left hand on upper row (q)
Type keys above home row with right hand (u i o)
Type keys above home row with left hand (w e r)
Type keys with index finger of both hands (t y g h)
Type five letter words using home row and new keys

Level 5 – Student can:

Type keys below home row with right hand (n m)
Type center keys below home row (b v)
Type keys below home row with left hand (z x c)
Type punctuation keys below home row (, .)
Type six letter words using all letters
Type sentences
Type paragraphs

Level 6 – Student can:

Type special symbols, numbers
Locate and use arrow keys, navigation keys
Locate function keys, tab, esc
Type on the numeric key pad