

TVET CERTIFICATE III I N COMPUTER APPLICATION

KEYBOARD SKILLS

COAKS301

Develop keyboard skills

Competence

REQF Level: 3

Credits: 4

Sector: ICT

Learning hours 40



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Purpose statement

This module describes the keyboard skills and knowledge required to effectively, efficiently operate a computer, and manipulate word processing, spreadsheets, and PowerPoint and publisher applications in the production of workplace documents. Having successfully completed this module, the trainee will get familiarized with the keyboard, its different parts like function keys, numeric keys, keypad key, control keys, control cursor keys, main typing keys, combination (Ctrl and Shift) keys and special purpose keys.

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Learning unit 1 -Use safe work practice

LO 1.1. Adjust workspace, furniture and equipment

Content/Topic 1- Avoiding radiation from computer screens

We spend hours using and being around electronic devices every day. The majority of Canadians own a computer, a cellphone, a laptop, and often a tablet, headphones, a television, and a Wi-Fi router modem too. They can be used for our comfort and ease, however, in reality the amount of radiation that these devices emit is distressing. Particularly your computer the device you spend hours on daily.

Content/Topic 2- Possible health problems

Learning how to protect yourself from computer radiation is imperative to your health. Studies have shown that resting laptop on your lap for long periods can reduce sperm count, leading to infertility in men. Similarly, exposure in women has led to a decline in the eggs produced inside their ovaries. DNA fragmentation, skin burns, and rashes are common complaints heard after prolonged use of electronic devices. Large amounts of electromagnetic radiation cause damage to healthy cells and further damages chromosomes, leading to an increased risk of various cancers.

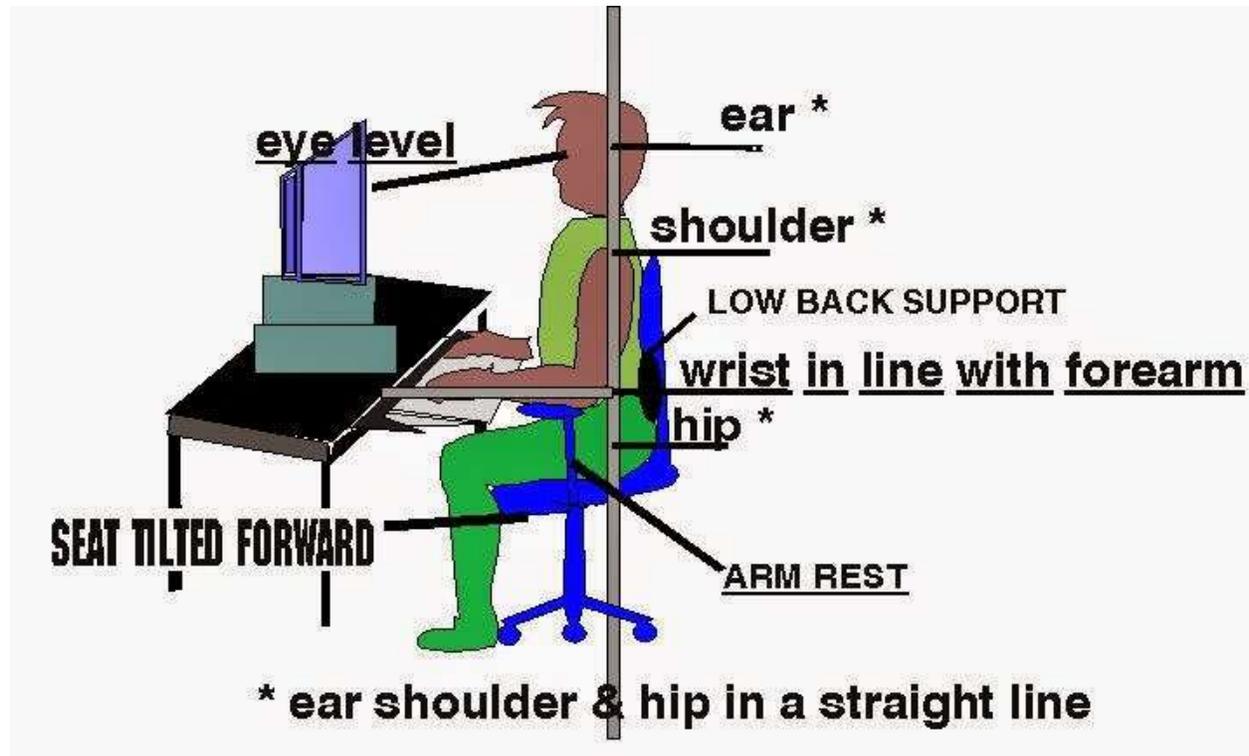
Content/Topic 3- How to protect yourself from computer radiation

Turn your cellphone off at night or turn it on only when you need it.

- Turn your computer on only when you use it.
- Take small breaks in between so you are not exposed to the same device for hours. The longer you are exposed to radiation, the greater the effect it has on you.
- Another way is to increase the distance between the electronic device and yourself. For instance, place your laptop farther way from yourself on a desk, rather than placing it in your lap.

- Use radiation protective shields from Aires Technologies that can neutralize radiation. This is something you can do to tangibly reduce the level of radiation you are exposed to. Once you're in the know, educate others on the harmful effects of radiation and teach them how to block computer EMR too.

Content/Topic 4- How to sit at a computer





We see too many workplace injuries that could be avoided. And prevention is better than cure. Here is a four-step checklist that you can carry out at your workstation, to make sure you're comfortable, safe and productive at the office.

STEP 1: Your Chair

- Adjust the seat height so your feet are flat on the floor and your knees equal to, or slightly lower than, your hips.
- Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported.
- Adjust the armrests (if fitted) so that your shoulders are relaxed. If your armrests are in the way, remove them.

STEP 2: Your Keyboard

- Position the keyboard directly in front of your body.
- Determine what section of the keyboard you use most frequently, and readjust the keyboard so that section is centered with your body.
- Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.

STEP 3: Screen, Document, and Telephone

Incorrect positioning of the screen and source documents can result in awkward postures. Adjust the screen and source documents so that your neck is in a neutral, relaxed position.

- Centre the screen directly in front of you, above your keyboard.
- Position the top of the screen approximately 2-3" above seated eye level. (If you wear bifocals, lower the screen to a comfortable reading level.)
- Sit at least an arm's length away from the screen and then adjust the distance for your vision.

STEP 4: Pauses and Breaks

Once you have correctly set up your computer workstation use good work habits. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body.

- Take short 1-2-minute stretch breaks every 20-30 minutes. After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks.
- Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance.

Content/Topic 5- Five of the best ergonomic tips for keyboard and mouse set-up

Finding the right position for your computer accessories is the most important factor in setting up an ergonomic (working in good condition) workstation.

Follow the tips in this article to keep yourself pain free, and not one of the many long-term sufferers of mouse and keyboard related musculoskeletal disorders.

1. Have your mouse, keyboard and screen positioned in front of you

If the keyboard and mouse are positioned to the side, you will twist your body to use them, putting strain on your torso and shoulders. If you're doing this all day, you're going to end up aching. By making sure the keyboard and mouse are directly in front of you and as central as possible to your body, you will be able to type with your shoulders in a natural position and avoid unnecessary pain.

2. Position the mouse and keyboard at about elbow height

With the mouse and keyboard at the same height as the elbows and forearms, the shoulders can fall relaxed by your side. This will likely require adjustment of your chair and desk height.

Do not place your mouse and keyboard on different levels, as you'll have to keep moving your arm up and down. Small, repetitive movements like these put you at greater risk of musculoskeletal injury.

3. Place the mouse and keyboard close to the front of the desk

Place the mouse and keyboard so that you don't need to stretch to use them. The keyboard should be around 5 cm from the front edge of the desk, and the mouse roughly in line with the keyboard. You need to leave enough room to support the wrists.

The mouse should also be placed close to the keyboard. If the mouse is positioned out to the side, you may be forced to stretch, putting strain on the shoulder and arm, or causing you to bend your wrist unnaturally. Keep the mouse close to the side of your keyboard edge to prevent stretching.

4. Rest your hands and wrists when not typing

You should be relaxed. Try to be more conscious of where your arms are when not typing and do some wrist and arm exercises every 30 minutes.

5. Avoid using a laptop keyboard and trackpad

Yes, we know laptops are a convenient tool for many of us, but they have not been designed for prolonged use with physical ergonomics in mind.

LO1.2- Ensure work organization to meet organizational and occupational health and safety (OHS) requirements for computer operation

Content/Topic 2- Exercises for computer users

Expert suggests that taking frequent breaks from your desk job, move around for 5-10 minutes may be enough to counter the health risk. Unfortunately for some people, even taking out 5 minutes and avoid sitting becomes very difficult.

1. Stretch Out Your Stress

It helps in getting rid of back pain and also ensures the right posture by keeping your muscles loose. Just put down the mouse, take off the earphones and unfold yourself. To keep your neck getting stiff, rotate it from left to right, up and down. For the entire body, stand straight, hold up your arms and bend backward pushing the body out. Also, you can push your arms behind your back and pull them back to stretch your chest.

2. Sitting Exercises at work desk

Then hold chair tight and lift your legs up and then fold them towards your chest. Keep doing it quickly as much as you can and engage your core muscles. This kind of movement helps you get rid of back problems.

Another way of doing exercise while sitting on your computer is to sit up with a straight back. Open your legs and extend your arms and start moving them in the form of jumping jacks. This movement engages core muscles, build endurance and get your blood flowing.

3. Standing Exercises

First of all, you need to understand that your health is the priority. While standing, you can do squats, stretches, lunges, wall push-ups and yoga moves without leaving your desk.

Place your palms on the shoulder and extend elbows. Move elbows in circulation while touching them in the front. This exercise removes neck and shoulder's stiffness.

Next exercise you can do at work is lunges. The lunges are easy to learn and pretty safe to implement even without supervision. To perform lunges, you need to keep your body straight, step forward with one leg while lowering the body down and then take the next step in a similar fashion.

4. Jumping Jack

You may consider them reminiscent of our school days, but they are one best exercise you can do at work. It is a full body exercise which wakes up every muscle group. You just need to jump; hands should be raised up and clap overhead while moving the foot apart simultaneously. Merely doing it for 5 minutes can diminish your sedentary work life and provide you with multiple health benefits including weight loss.

5. Walk whenever Possible

Move whenever possible. Be it a short coffee break or just a break from the desk, make use of it. You may not see the immediate results, but walking surely improves your mood, balance, and coordination.

Content/Topic 3 -Rest periods

Rest periods

Different forms of rest and annual leave are important for a workers physical and mental well-being. If structured properly, they can all have a positive impact on occupational health and safety as well as improve productivity in the workplace. This fact sheet provides definitions of different rest periods and annual leave, as well as examples of how they can be organized at the national level and in work places.

Content/Topic 4-Visual display unit (vdu) eye testing

Visual display unit (vdu) eye testing

Short for visual display unit, VDU is an older British term used to describe any device used with computers to display text and images. For example, a flat-panel display and a projector are both examples of VDUs.

IT Health and Safety: how often should I take a break from my computer?

Although there is no fixed time between breaks or length of breaks stated in the Health and Safety Regulations 1992, the regulations do suggest that breaks should be 'periodically' taken. The regulations suggest that each person's work should be designed to include a mix of tasks, to allow natural breaks from concentrating on the screen, sitting in the same position or repetitive input work, for example.

We suggest as a minimum guideline at least 5 minutes in every hour should be spent away from the screen, but it's also important to make sure you change posture regularly, refocus eyes; and doing some simple stretching exercises at your desk can be very useful too.

The HSE suggest that short, frequent breaks are better than less frequent longer breaks, so a 5-10-minute break after 50-60 minutes is better than a 20 minute break every 3 hours.

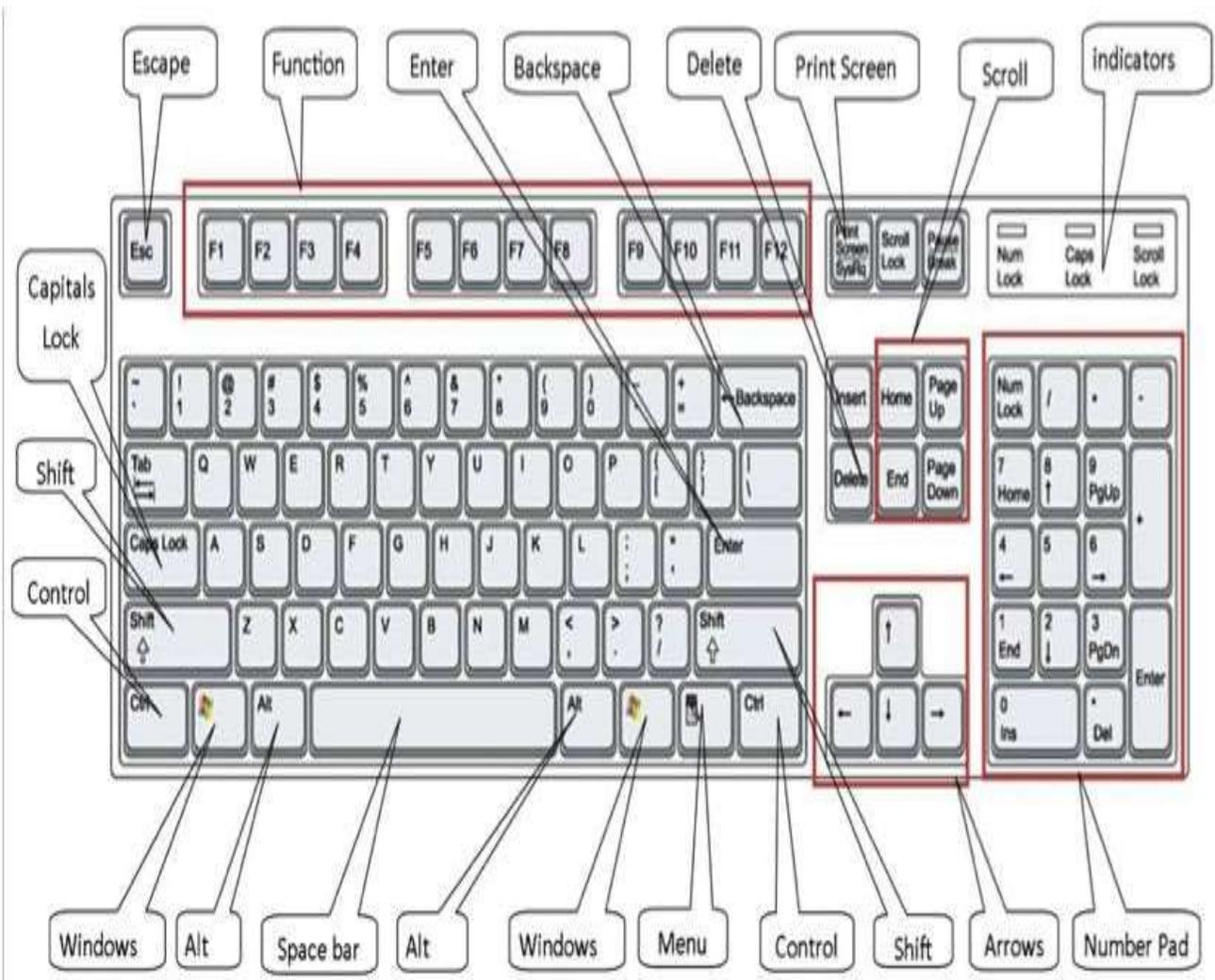
Learning unit 2- Apply keyboard skills

LO 2.1- Apply keyboard functions keys

Content/Topic 1-Description of function keys

A function key is a key on a computer or terminal keyboard which can be programmed so as to cause an operating system command interpreter or application program to perform certain actions, a form of soft key. On some keyboards/computers, function keys may have default actions, accessible on power-on.

Content/Topic 2-Types of function keys



The keyboard is made up of many parts as shown above but we describe some of them such as: function keys, numeric keys, etc.

Function keys: are special keys on the keyboard that are defined by the software or programmed instructions stored in the microcomputer. For example: F1: means “Help” for many types of microcomputers.

Content/Topic 3 -Application of each function key (From F1- F12)



F1:

- Almost every program uses this key to open its Help and Support window
- F1 with windows key shows up Windows Help and Support screen
- Can be used to enter CMOS (**Complementary Metal Oxide Semiconductor**) setup

In computing the term CMOS is often used to mean the non-volatile memory that stores motherboard BIOS information. This was called the CMOS RAM or just the CMOS because it usually used a low-power CMOS memory chip, powered by a small battery

F2:

- Yes, I know, almost everyone has used this to rename files or folders or icons quickly
- Can be used to enter CMOS setup
- Alt + Ctrl + F2 opens document window in Microsoft Office
- Ctrl + F2 displays print preview window in Microsoft Office
- Alt + F2 opens ‘Save As’ window in Microsoft Excel
- Shift + F2 can be used to add comment box in Microsoft Excel

F3:

- Press F3 to open search window to find files and folders
- In MSDOS or windows command prompt, F3 repeats the last command

In Microsoft Word, shift + F3 changes the text from upper case to lower case or all capital letters

F4:

- Most common, Alt + F4 to close current program window. If no program window is open, it launches Shutdown dialog box
- Ctrl + F8 closes active window within current active window in Microsoft Windows
- Opens address bar in Windows Explorer and Internet Explorer
- Press F4 to repeat the last action performed in Microsoft Word

F5:

- Almost in all modern internet browsers, pressing F5 refreshes or reloads the web page
- Starts slide show in Power Point
- Opens Find and Replace window in Microsoft Word, GoTo window in Excel

F6:

- Almost in all modern browsers, pressing F6 moves the cursor to the address bar
- Ctrl + F6 toggles between various Microsoft Word documents

F7:

- Press F7 to launch Spelling and Grammar dialog box in Microsoft Office program
- Shift + F7 opens Research window in Microsoft Office
- In few browsers like Internet Explorer, Mozilla Firefox, pressing F7 turns on or off

F8:

- Pressing F8, you select your document
- Holding F8 during Windows boot process enters into Windows Safe Mode
- Pressing F8 displays a thumbnail image of all workspaces in Mac OS X

F9:

- In many application, it is used to send email like Microsoft Outlook, Siebel CRM
- Ctrl + F9 and Alt + F9 are used to build mail merge document in Microsoft Word
- If you are a programmer, you may have used F9 to compile and execute code in combination with Ctrl or Alt key

F10:

- In many programs, Shift + F10 opens up the menu window, equivalent to right-click
- Shows menu bar in Mozilla Firefox, internet browser or highlights the same in many programs
- Sometimes it is used to enter CMOS setup

F11:

- Is used to enter and exit from full screen mode in all modern internet browsers
- In Microsoft Excel, Shift + F11 adds a new sheet, Ctrl + F11 adds a new macro to the workbook
- Pressing Alt + F11 in MS Office program, invokes Microsoft Visual Basic window for that document

F12:

- Opens 'Save As' window in MS Office program
- Shift + Ctrl + F12 open Print window in MS Office
- Ctrl + F12 opens a document in MS Office
- Opens and closes developer tools in most of the internet browsers

Conclusion:

In earlier IBM keyboard, there were keys from F13 to F24 also. But we do not use these function keys any more. We have tried our best to give you functionalities of all Function keys or fn keys (F1 – F12). But we may have missed out some important uses of these function keys and that's what we have readers like you. Please let us know if you have come across any other functionalities of these function keys. We will publish it with your name.

LO2.2- Apply keyboard cursor control keys

Description of cursor control keys

Content/Topic 1- Direction keys/Cursor control keys/arrow keys:

Control the movement of the cursor on the screen. As we have mentioned, a cursor is usually a blinking line, small box... Cursor keys are typically designated on the keyboard with arrows pointing up (↑), down (↓), right (→) and left (←). These keys allow the movement of the cursor around the screen.

Home key (“**Home**”) which realizes the different action to the End key (“**End**”) and its important is to move the cursor from any position back to the home position at the upper, left-most corner. All those activities are realized after combination of the “Ctrl” key with the above keys.

Page Up key (“**PgUp**”) and page down key (“**PgDn**”) are also used for the opposite actions. The first one is to move the cursor from any page to the previous page and the second is for moving cursor from a page to the next one.

Content/Topic 2- Application of cursor control keys

Special **keys** on computer keyboards that move the **cursor**. The arrow **keys**, for example, move the **cursor** up, down, right, and left. In addition, most keyboards have End, Home, Page Up , Page Down , and Backspace **keys**.

LO 2. 3: Apply keyboard numeric keypads

Content/Topic 1-Description of numeric keypads

Another common keyboard feature is the **numeric pad or numeric keypad**. These pads are arranged like calculator keyboard and are usually placed to the right of the regular keyboard. This allows you to use just one hand to enter numeric data. Note: The Num Lock must be On.

Types of numeric keypads keys: From 0-9 Enter, +, /, Num Lock On the right of the keyboard

Where is the numeric keypad?

Below is a visual example of the Saitek keyboard and where the keypad is on almost every computer keyboard.

Saitek Computer Keyboard



ComputerHope.com

Content/Topic 2- Application of numeric keyboard

Numeric keypads are useful for entering long sequences of numbers quickly, for example in spreadsheets, financial/accounting programs, and calculators. Input in this style is similar to a calculator or adding machine.

LO2.4- Apply keyboard main typing keys

Content/Topic 1- Description of keyboard main typing keys

Types of numeric keypads keys

From 1, 2, 3 ,..... 9, 0 on main typing part of keyboard

From Q-M for Qwerty keyboard on main typing part of keyboard

From A-N for Azerty keyboard on main typing part of keyboard

Other keys:

How the keys are organized?

- **Typing** (alphanumeric) keys. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- Control keys. These keys are used alone or in combination with other keys to perform certain actions.
- Function keys.
- Navigation keys.
- Numeric **keypad**.
keyboard

Other keys

- Windows keys
- Special purpose keys
- Enter key
- Backspace key
- Tab key
- Indicator light
- Symbols keys(~, -, +, :, ;, ,, ', ?,], }
- Ctrl, Alt, shift, caps lock, Esc, Fn key

LO2.5- Apply keyboard combination keys (shift and ctrl)

Content/Topic 1 -Description of keyboard combination keys

Description of keyboard combination keys:

Ctrl + A: Select all contents of the page.

Ctrl + B: Bold highlighted selection.

Ctrl + C: Copy selected text.

Ctrl + X: Cut selected text.

Ctrl + N: Open new/blank document.

Ctrl + O: Open options.

Ctrl + P: Open the print window.

Ctrl + F: Open find box.

Ctrl + I: Italicize highlighted selection.

Ctrl + K: Insert link.

Ctrl + U: Underline highlighted selection.

Ctrl + V: Paste.

Ctrl + Y: Redo the last action performed.

Ctrl + Z: Undo last action.

Ctrl + G: Find and replace options.

Ctrl + H: Find and replace options.

Ctrl + J: Justify paragraph alignment.

Ctrl + L: Align selected text or line to the left.

Ctrl + Q: Align selected paragraph to the left.

Ctrl + E: Align selected text or line to the center.

Ctrl + R: Align selected text or line to the right.

Ctrl + M: indent the paragraph.

Ctrl +T: Hanging indent.

Ctrl + D: Font options **OR Ctrl + Shift + F:** Change the font.

Ctrl + Shift + >: Increase selected font +1.

Ctrl +]: Increase selected font +1.

Ctrl + Shift + <: Decrease selected font -1.

Ctrl + [: Decrease selected font -1.

Ctrl + Shift + *: View or hide non printing characters.

Ctrl + ←: Move one word to the left.

Ctrl + →: Move one word to the right.

Ctrl + ↑: Move to beginning of the line or paragraph.

Ctrl + ↓: Move to the end of the paragraph.

Ctrl + Del: Delete word to right of cursor.

Ctrl + Backspace: Delete word to left of cursor.

Ctrl + End: Move cursor to end of document.

Ctrl + Home: Move cursor to beginning of document.

Ctrl + Space: Reset highlighted text to default font.

Ctrl + 1: Single-space lines.

Ctrl + 2: Double-space lines.

Ctrl + 5: 1.5-line spacing.

Ctrl + Alt + 1: Change text to heading 1.

Ctrl + Alt + 2: Change text to heading 2.

Ctrl + Alt + 3: Change text to heading 3.

Shift + F3: Change case of selected text.

Shift + Insert: Paste.

F4: Repeat last action performed (Word 2000+).

F7: Spell check selected text and/or document.

Shift + F7: activate the thesaurus.

F12: Save as **OR** Ctrl + S: Save **OR** Shift + F12: Save.

Alt + Shift + D: Insert the current date.

Alt + Shift + T: insert the current time.

Ctrl + W: Close document.

Moving keys

Ctrl+Home

Ctrl+End

Ctrl+Page

Ctrl+PageUp

Alt+Leftarrow

Alt+Rrightarrow

Alt+F4

Alt+F6S

Ctrl+F4

LO2. 6 -Apply touch typing technique to complete a task

Content/Topic 1- Workplace requirements

Touch typing improves typing speed and accuracy. A touch typist never looks at the keyboard. The fingers hit the right keys by force of habit. The typist is entirely focused on the text being typed, reading the words and phrases as the fingers type the text reflexively. Touch typing can be learned by performing special exercises.

Stage one of the process begins with learning the home row of the keyboard (the row beginning with the Caps Lock key). Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, upper-case letters and special symbols.

Stage two involves memorizing frequently used syllables and typing words containing these syllables.

Stage three involves typing actual text to perfect the skills acquired.

Touch Typing Rules



1. The F, D, S, A, and J, K, L, ; keys (on a QWERTY keyboard) represent the base position. Keyboards usually have small protrusions on the F and J keys. They help your fingers locate the base

position without looking at the keyboard. Try to return your fingers to the base position after each keystroke.

2. Color coding shows which finger should press each key. (see the picture above) The left index finger is reserved for all the red keys. The right index finger is reserved for green keys, and so forth. Use the thumb of whichever hand is more convenient for you to press the Space key.
3. The base position on the numeric pad is the number 5 key for the middle finger, 4 for the index finger, and 6 for the ring finger. The numeric pad simplifies and speeds up numerical data input.
4. Upper-case letters and symbols appearing on keys in the numbers row are typed by one hand with the little finger of the other hand holding down the SHIFT key.
5. Do not look at the keyboard. Try to locate the right key with your fingers.

Content/Topic 2 -Advice for successful touch typing practice

1. Take your time when typing to avoid mistakes. The speed will pick up as you progress.
2. You should establish and maintain a rhythm while typing. This means that keystrokes should come at equal intervals.
3. Hit keys only with the fingers for which they have been reserved.
4. Limit your hand and finger movement only to what is necessary to press a specific key. Keep your hands and fingers close to the base position. This improves typing speed and reduces stress on the hands.
5. Don't look at the keys when you type. Just slide your fingers around until they find the home row marking.
6. Don't hammer on the keys. Try using the minimum force possible.
7. To switch between upper/lower case always use the opposite hand.

Correct position of the hands and body



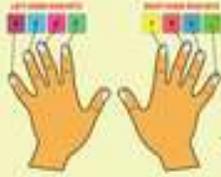
1. While at the computer, sit straight. (see the picture above) Always remember to keep your back straight.
2. Keep your elbows bent at the right angle.
3. Face the screen with your head slightly tilted forward.
4. There should be at least 50-80 cm of distance between your eyes and the screen.
5. The optimum height of the table top or under-desk keyboard drawer is 68 to 73 cm from the floor.
6. The chair and table height should be chosen so as to expose the shoulder, arm, and wrist muscles to the least possible strain. The wrists can touch the table top in front of the keyboard. Never shift even a portion of your body weight to the wrists by resting on them.

Be patient and practice as often as possible. Despite the simple touch typing rules, it takes some time to gain high speed. By following the rules, you will see your speed and accuracy improve over time.

EPS
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HOW TO TYPING FASTER

Typing Tips and Techniques



Put your finger
on the ASDF and JKL;



Follow Keyboard Scheme



Do not rush when you typing



Sitting Posture for Typing



Pay attention to the source



Don't look at the keys



Take a break when you
typing

Learning unit 3 -Check accuracy

L O3.1- Proofread document

Content/Topic 1- What is proofreading?

To proofread a document is to carefully read it to find any errors in spelling, punctuation, or grammar, so they can be corrected before publishing.

Have you ever wondered where the word ‘proofreader’ comes from? It makes sense when we know the etymology of the word ‘proof’, and that it comes from the Latin probare, to test or prove.

We normally associate the word ‘proof’ with facts or information that show something exists or is true, but, as its etymology shows, it also refers to the action of proving or testing something.

So, a proofreader is someone who checks or tests proofs (or trial versions of documents/texts), for errors.

The internet has made it possible for rapidly growing numbers of people to write for an audience and for their work to be read. Just about anyone can write and publish a book to Amazon Kindle. You can set up a free blog and immediately start publishing your ideas and thoughts. Many small business owners write all sorts of types of content and copy, from marketing and advertising copy, to Home pages and About pages, to emails for clients and potential clients. And a lot of office communication is now carried out by email, rather than in person or by phone.

And then of course there are the more traditional forms of writing such as academic writing, fiction and nonfiction print books, and journalism.

All these forms of writing need to be proofread before publishing. When you’ve written the final word in your piece of writing you might think that your work is finished. But there’s more work to be done. Proofreading for things like spelling, grammar, punctuation, and word choice is an essential part of the writing process, and a vital part of creating a fine piece of written work.

Even if you have a gift for telling stories, or writing compelling blog posts, or you’re good at explaining complex issues in a way that most people can understand – your writing still needs to be proofread. Everyone makes errors as they write, and every writer has areas of weakness.

Content/Topic 2 -Why should you proofread?

Proofreading is important for several reasons, but most importantly for ensuring clarity of meaning in your finished text. You want to make sure your information is clear, and your message is understood – there should be no room for misunderstanding or misinterpretation.

You also want to make sure your reader is not distracted by errors. Having a lot of grammatical errors or spelling mistakes in a piece of writing is not only distracting, but can also be seen as a poor reflection of your knowledge and expertise in a subject – even when your actual content is great.

Some people do find errors like this particularly annoying, as well as distracting, and on content such as blog posts will happily point them out. Identifying and removing errors before you hit publish avoids any embarrassment you might feel about that kind of feedback.

Unfortunately, even minor errors in your writing can negatively affect your reputation and undermine the weight of your arguments, which is especially important if you're writing because you want to be an influencer and recognized as an expert in your field.

Too many spelling, grammar, and punctuation errors can even affect your overall grades in your university essays.

So, after you get your ideas, arguments, and other content in order, proofreading is an essential step that helps ensure your writing is as good as it can be. It shows you're conscientious and, combined with your great content, gives your readers a good impression.

More than ever, the ability to proofread documents is a necessary skill, and not only for those offering professional proofreading services.

If you're going to proofread your own work, here are some proofreading techniques to help with the process.

Content/Topic 3 -Proofreading techniques

Get your content right first. Proofreading is the final check of your writing. Get your content right first and make sure you've included all your ideas and arguments, and you have the right structure for your type or genre of writing. Carry out overview editing to check for things like:

- do your paragraphs flow well from idea to idea and guide your reader through your writing?
- if you're writing an essay, thesis, article, blog post etc., does your title and your introductory paragraph let your readers know what to expect?
- Is your formatting correct? E.g. titles, subtitles, contents page, headers, footers etc.

Check for whatever's relevant to your piece of writing. Then when that's done, you can begin your proofreading.

1. **Write first, proofread last.** Leave your proofreading until after you've finished writing. Writing and proofreading/editing use very different mental processes, and trying to proofread as you write can break the flow of your writing, the creative process of writing, and your chain of thought. However, this is general advice only, as many people much prefer to proofread (and edit) as they go along.
2. **Print a copy.** Print your document out for proofreading. It helps you see errors you might have missed when proofreading digital versions.
3. **Change how it looks.** If you're reading on a screen, change the font size and type.
4. **Work on one section at a time.** If you have a very long document to proofread, break it down into sections and work on one part at a time. This way, what could be a totally overwhelming task becomes much more manageable. You'll be able to concentrate more fully on each section and will be less likely to miss errors.
5. **Take your time.** Read everything through slowly and carefully. Try tapping or pointing to each word with a pencil. Leave time between finishing your writing, and proofreading.
6. **Check for spelling errors.** Most writing tools have spell-checkers built in. Depending on your audience, if you're writing in English check you're using the correct spelling variations e.g. US or British/UK.

7. **Check for punctuation.** Especially punctuation that commonly causes problems such as semicolons and colons. A labor-intensive but apparently effective way to identify any punctuation errors is to pick out every single punctuation mark with a red pen.
8. **Check for missing words.** These are very easy to miss as our brains automatically fill in the blanks, and we read what we expect to read.
9. **Identify your weaknesses in your writing,** and focus on checking for these. Every writer has them. If you know you have a tendency to over-season your writing with semi-colons and exclamation marks, or you know you sometimes have trouble with subject-verb agreement, make a point of checking for those.
10. **Try reading aloud.** Very often it's easier to pick out missing words and misspellings when you have to slow down and really pay attention so you can read your writing aloud. However, much as you do when you're *reading* your own writing to proofread it, there's a chance you may also read aloud what you're expecting to read/say. So for an important document, you could get a friend, family member, or colleague to read it aloud for you instead.
11. **Have someone else check your writing** Ideally, you need to have more than one pair of eyes looking over your work. For things like emails that need to be sent immediately, it's not realistic to do this of course, but for longer pieces get at least another two pairs of eyes to look over your work if you can.
12. **Hire a Professional Proofreader.** If precision and clarity are vital for an important document, and if your budget allows, you can have a professional proofreader check your work. You can even find proofreaders who specialize in different areas.

Content/Topic 4 -How To improve & Increase Typing speed (Type Faster)

One of the most essential skills to have been discontinued from your school days is typing. Although people tend to underestimate the *value of typing faster and accurately*, it is one of the most fundamental skills required in any field you wish to pursue.

Typing accurately is as important as typing fast. There is a **speed-accuracy tradeoff** that needs to be considered when you begin practicing typing faster.

Faster is not always better if your accuracy gets compromised in the process. Aiming for a faster and accurate typing speed is essential. Finishing that assignment, blog article or just an email quickly and saving yourselves some amount of time in the process is a great way to make room for other tasks.

Content/Topic 5 -How to Increase Typing Speed

Here are six ways to significantly improve your typing speed and accuracy.

The first step to improving your typing speed and accuracy is to reconsider the way you approach typing. The moment you sit down to get some typing done is what decides everything that follows next.

During our **Ergonomics and human factors class**, we've been walked through all the fundamentals of proper posture, backed by numbers, to avoid Cumulative Trauma Disorders (CTD).

A proper posture is the first step in preparing yourself for success. Without working on a proper positioning and typing habit, one cannot achieve high typing speeds while maintaining acceptable accuracy levels.

To get started, make sure that you are sitting upright and with your back not leaning forward towards your desk. A proper upright position helps increase concentration levels and will give you the needed focus boost to type efficiently.

Secondly, the way you **position your wrists and elbows** also make a considerable difference in typing faster and accurately. Make sure that your elbows are at **right angles to the keyboard** and that your arms are not bent upwards or downwards. This bending of your arms will make it harder on your forearms or wrists if not positioned correctly.

Apart from a proper posture of your body, proper positioning of your fingers is also essential. Below are a few methods to position your fingers for typing faster:

- The left-hand's pinky finger should be placed on the 'A' key and should be responsible for all the keys to the left of it including left shift, caps lock, control/cmd, etc.
- The right-hand pinky key should be placed on the colon/semi-colon button and should be responsible for everything on the right of the keyboard.
- Position at least one of your thumb on the Spacebar key.
- The ring finger, middle finger and index finger of your left hand should be placed on the keys S, D, and F respectively.
- The ring finger, middle finger and index finger of your right hand should be placed on the keys L, K, and J respectively.



If you have ever attended typing classes, you may remember the way tutors (**teacher**) forced people to **type without looking at the keyboard**. The sub-conscious mind is pretty powerful and as you type daily and more often, you will develop the habit of typing faster and not looking at the keyboard while doing so.

Looking at the keyboard while typing reduces one's typing speed and the written words are more prone to errors as you are not aware of what's going on screen. Although this means more errors the initial days, this technique will help you increase your typing speed over time.

The Quick Brown Fox!

"The Quick Brown Fox Jumps Over The Lazy Dog"

Does the above sentence ring any bell? This special sentence has every alphabet of the English language in it. It is also one of the primary reasons you would find most fonts illustrated in this very sentence.

This sentence will help you improve your typing accuracy, with some practice of course. **Practice typing this sentence repetitively.**

Practicing this sentence multiple numbers of times will help you understand the positioning of all the alphabets on the keyboard. This understanding will help you achieve better typing accuracy while you work on the improving your typing speed.

LO 3.2- Improve document, correct errors and complete a final accuracy check

Content/Topic 1- Correct errors in documents

- Line through the incorrect information (make sure the information can still be read).
- Make the change
- Date and initial the change
- Draw line through entry (thin pen line). Make sure that the inaccurate information is still legible.
- Initial and date the entry.
- State the reason for the **error** (i.e. in the margin or above the note if room).
- **Document** the **correct** information

LO3.3 -Develop speed and accuracy

Content/Topic 2-Relevant to level of responsibility

To further develop palliative care as a whole field, integrating specialist and generalist care as well as different levels of responsibilities within the health system, it is important to involve all relevant stakeholders in the policy making process

What Is the Average Typing Speed? The average person types between **38 and 40 words per minute (WPM)**. That translates into between 190 and 200 characters per minute (CPM). However, professional typists type a lot faster, averaging between **65 and 75 WPM**.

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