LEARNING TO TYPE

Typing is a fundamental academic and professional skill, and one of the most important computer skills a writer can learn. Learning to type fast and accurately should be considered an essential skill for anyone who sees themselves working with a computer in some capacity. Practicing proper typing enhances accuracy as you harness muscle memory. **But what does muscle memory mean?** Muscle memory begins to take over once you have used the finger position enough that you no longer need to think about where to place your fingers on the keyboard. Through practice and repetition, your fingers automatically reach for individual keys when they are needed.

FREE ONLINE RESOURCES:

Here are three helpful and free on-line resources for learning to type. You can access these web-sites and practice your typing skills from any computer with an Internet connection and a keyboard.

1. **Typing.com** provides 45 free, informative typing lessons, each with instruction screens. After each completed screen typists can review their word-per-minute (WPM) and accuracy percentages and ratings.

2. **TypingClub.com** guides typists through brief, easily digestible keyboarding lessons with a set of corresponding speed and accuracy assessments for each. Lessons range from the home row to lengthy, topical paragraphs.

3. **Ratatype.com** is a free web-application that typists can use to improve their typing skills. Fast typing involves more than just memorizing the placement of keys on a keyboard. Using Ratatype typists learn the proper sitting posture, home row finger positions, and ideal finger motions.

Schedule your online or in-person tutoring appointment today! (734) 432-5304 or writingcenter@madonna.edu
Additional online resources can be found at www.madonna.edu/owl
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