Touch Typing In Ten Hours 3rd Edition

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Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'.

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Learning to touch type with this method takes only 10 hours. You will reap the benefits for a lifetime, whether you are using a keyboard at work or at home. The easy-to-use lessons are provided into manageable one-hour blocks and there are plenty of exercises to consolidate what you have learned.

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Touch Type in Ten Hours contains easy-to-use lessons divided into manageable one hour blocks, and there are plenty of exercises to consolidate what you have learned. There is also a reference guide giving useful 'tips of the trade'. This new edition goes on to show you how to use Microsoft Word 2007 to best advantage.

Touch Typing in Ten Hours by Ann Dobson - Goodreads

"With this book you can learn to touch type and 10 hours at a fraction of the cost of the course." Most people use computers today, but how many of us can type? Learning to touch type with this method takes only 10 hours. You will reap the benefits for a lifetime, whether you are using a keyboard at work or at home.

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Touch Typing: how long does it take to reach 100 WPM? | by ...

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Touch typing in ten hours | Broomfield Library

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Touch typing (also called touch type or touch keyboarding) is a style of typing. Although the phrase refers to typing without using the sense of sight to find the keys—specifically, a touch typing that involves placing the eight fingers in a horizontal row along ...

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