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Getting Started

General Overview

Welcome to Learn Typing Quick & Easy!   Learn Typing Quick & Easy is designed to teach you how to touch type -- and keep you entertained while you learn!

Signing On

When you first start this program, Learn Typing Quick & Easy asks for your name and skill level: Just Starting, Look and Type Typist, Touch Typist, or Expert Touch Typist.   The lessons that are recommended to you will be based initially on the skill level you choose.   Your results will be recorded under your name.   If you didn't get a chance to log in your name or skill level correctly, go to View Typist Information where you can change the information, or log in as a new typist (see Add Typist). You can also set your Goal WPM.   For recommendations, go to the help page about Typist Information to see how to set your Goal WPM.

The Two-Fingered or Hunt-and-Peck Typist

If you previously learned how to type by using only two fingers and are using this method to learn how to type with all of your fingers (called "touch typing"), you should set your initial skill level at Look and Type.   This will break any bad typing habits by allowing you to re-learn how to type each key by touch typing.   To set the initial skill level, go to View Typist Information.

Navigation

Each screen in Learn Typing Quick & Easy has several areas that you can click.   To find out whether an area is clickable or not, simply point to it.   If the cursor changes from an arrow to another icon, the area is clickable.   Clicking on a clickable area will take you somewhere else within the program.

Where to Start

Begin your learning session by clicking on the Take a Lesson button in the Main Menu.   Learn Typing Quick & Easy lessons will help you gain confidence and command of the keyboard.   As you improve your speed and accuracy, challenge yourself with a test on the keystrokes you've just learned.   If you follow the recommended Next Step suggestions, a test will appear at the appropriate time.   However, you may test your skills at any time by clicking on the Take a Test button on the Main Menu.

Once you've tested your skills, view your overall strengths and weaknesses by clicking the View Results button in the Main Menu.   To change your Goal WPM, go back to the Main Menu and click the View Typist Information button.

Should you wish to change the way Learn Typing Quick & Easy operates - such as turning sound or visual effects off, choose the Settings button from the Typist Information or from within any lesson or test.

Using Help

Access Help from the Main Menu, the Typist Information or Typing Lesson or Test Tickets.   To get context sensitive help, just press F1 at any time.

At the top of the Help Window you may see a **>>** button in the button bar. Clicking on the **>>** button will take you to the next Help page. Choose the **<<** button to view the previous page. The Back button takes you "back" through previously displayed Help

pages in reverse order.

To exit Help, click on the **Exit Help** button displayed in the top of the Help window, or choose Exit from the File menu.

Main Menu

The Main Menu is the starting point for learning how to type the Quick & Easy way. At the Main Menu, you can view your Typist Information, take a Lesson, take a Test, view your results, play a game or get help.

Lessons

Click on the Take a Lesson button in the Main Menu to begin your typing lessons.   These skill-building lessons help you build the foundation for touch typing.   Learning a few keys at a time, you will soon know how to properly type using all the keys on the keyboard or the keypad.   As you proceed through the lessons, you will want to take a test to reinforce what you've just learned.

After each lesson, Learn Typing Quick & Easy's "built-in intelligence" will offer you a Next Step suggestion.   You can feel confident to follow the Next Step suggestion because it takes into consideration the following:

- the lessons and tests you have completed

- the key combinations you have learned

- your speed and accuracy scores

- your typing level (Just Starting, Look and Type Typist, Touch Typist, or Expert Touch Typist)

- your Goal WPM

The Next Step suggestion provides the fastest and most efficient method for you to achieve your Goal WPM with high accuracy scores, and for you to graduate to the next typing level.

You always have the choice of following along with the suggested next step, or choosing another lesson, test, or skill-building game instead.   If you are at the Just Starting or Look and Type Typist levels, following the Next Step suggestion is the quickest way to achieve your Goal WPM with high accuracy scores.   However, if you are a Touch Typist or Expert Touch Typist, you may want to consider charting your own learning course.

Tests

Click on the Take a Test button to challenge yourself on the keystrokes you've just learned in the lessons.   Tests reinforce recently learned keystrokes on the keyboard or keypad. Tests give you a chance to measure the progress you've made so far with your typing. After each test, Learn Typing Quick & Easy will suggest a Next Step based on your results. To view your test results, go to the Main Menu and click View Test Results.

In addition to the tests provided with Learn Typing Quick & Easy, you can create your own personalized tests.   For more information, see Create Custom Test.

Games

Want to take a fun break?   Click the Play a Game button in the Main Menu to play Cliffhanger, or Sea Adventure.

Typist Information

Click on the View Typist Information button to enter name and let Learn Typing Quick & Easy know what your goal Word Per Minute typing speed is. The Typist Information screen

is also where you can make changes to Learn Typing Quick & Easy settings, as well as add, delete, or change users.

View Results

Click on the View Results button in the Main Menu to view the results for your keyboard or keypad typing tests.   You can view the test results in several different ways, and you can even print them out for future reference.

Help

There are clickable Help buttons on most Learn Typing Quick & Easy screens. In addition to traditional help, Learn Typing Quick & Easy also offers Context Sensitive Help.   Just click on the item you need help with and press F1 to access help.

Exit

To exit from Learn Typing Quick & Easy, click on the Exit sign in the Main Menu.

Lessons

Clicking on the Take a Lesson button on the Main Menu screen will take you directly to the Typing Lesson Ticket.   On your laptop computer, you will build the foundation for touch typing.   Learning a few keys at a time, you will soon know how to properly type using all the keys on the keyboard or keypad.

To take a lesson:

1. From the Main Menu, click the Take a Lesson button.   The Typing Lesson Ticket will appear.

2. From the Typing Lesson Ticket, click Take Lesson.

Once the lesson begins, you will see two indicators on either side of the laptop monitor:

*   The left indicator shows your relative progress in the lesson.

*   The right indicator displays your adjusted WPM speed.

Notice the two buttons at the bottom of your screen:

*   Clicking on the Settings button displays Settings dialog, where you can configure Learn Typing Quick & Easy to your own specifications.

*   Clicking on the Stop button pauses the lesson and displays a dialog that offers two choices: exit or return to lesson.

Typing Lesson Ticket

The Typing Lesson Ticket appears when you click on the   <u>Take a Lesson</u>   button from the <u>Main Menu</u>.

Take Lesson:

Choose this button to take the lesson displayed on your ticket.

Cancel:

Choose this button to return to the Main Menu.

Changing a Lesson:

The lesson displayed on your ticket is the lesson suggested by Learn Typing Quick & Easy. To change the suggested lesson, click the Change button located to the right of "Lesson".

Changing the Lesson

The Change Lesson dialog appears when you choose the Change button from the [Typing Lesson Ticket](#).

Main Keyboard or Keypad:

Choose Main Keyboard if you want to take lessons on the keys from the main keyboard (including all letters, numbers and symbols).   Choose Keypad if you would like to learn the keys on the 10-key keypad on the right side of your keyboard.

Selecting a Lesson:

Select a lesson from the list of lessons.   Use the scroll bar to view more lessons.

OK:

Once you've chosen a lesson, click on the OK button to return to the Typing Lesson Ticket.

Cancel:

Choose Cancel to return to the Typing Lesson Ticket and disregard any changes to the lesson selection.

Pausing a Lesson

You can pause a lesson at any time by clicking the Stop button at the bottom right of the screen, or by   pressing the Esc key.   Clicking on the Stop button pauses the lesson and displays a dialog where you can exit to the [Main Menu](#), proceed to the Lesson Results screen or return to continue the lesson.

Lesson Paused

You will see the Lesson Paused dialog if you click the Stop button or press the Esc key when taking a lesson.

You can choose the following buttons:

Lesson Results:

Choose Lesson Results to display the Lesson Results dialog.   From here, you can view your WPM and accuracy for the part of the lesson which you have already completed. Or, you can also choose to take another lesson, game, or test.

Resume Lesson:

Choose this button to continue with the current typing lesson.

Return to Main Menu:

Select this button to return to the Main Menu.

Lesson Results

The Lesson Results dialog appears after you complete or stop a lesson.   It displays your WPM and accuracy for the lesson.   Learn Typing Quick & Easy's **"built-in intelligence"** offers you a Next Step suggestion.   You can also choose to repeat the lesson or return to the Main Menu.

Here is more information regarding your lesson results:

Adjusted WPM shows your average WPM multiplied by the percentage of keystrokes you typed accurately.   For example, if your WPM is 50 and your accuracy is 90%, the calculation is: 50 x 90% = 45 Adjusted WPM.

The **Accuracy** number shows the percentage of keystrokes which were typed correctly.   For example, if you typed 100 keystrokes (including Spacebar and Enter), and missed 10, your accuracy would be 90%.

Peak WPM represents the fastest speed you typed in the lesson (no adjustment is made for errors).

WPM shows your average WPM in the lesson (no adjustment is made for errors).

Number Pad results are defined by a Stroke per Minute score: multiply WPM, Adjusted WPM, or Peak WPM by 5 to calculate your Stroke per Minute score.

Repeat Last Lesson:

Choose this to repeat the lesson you just paused or completed.

Next Step:

Learn Typing Quick & Easy's "built-in intelligence" will suggest the appropriate Next Step to take once you've finished a lesson.   Click on the Next Step button to go to the Next Step activity suggested in the Next Step paragraph.   The Next Step may be a lesson, a game, or a test.

You can feel confident following the Next Step suggestion because it takes the following into consideration:

- the lessons and tests you have completed

- the key combinations you have learned

- your speed and accuracy scores

- your typing level (Just Starting, Look and Type Typist, Touch Typist, or Expert Touch Typist)

- your Goal WPM

The Next Step suggestion provides the fastest and most efficient method for you to achieve your goal WPM with high accuracy scores, and for you to graduate to the next typing level.

After taking a test suggested by Next Step, you can review your typing strengths and weaknesses in more detail by choosing View Results from the Main Menu.

If you ever need to "reset" the Next Step suggestions so that you start over again at the beginning of your chosen experience level, go to the   View Typist Information screen,

select Change Typist, then add a new typist.

Choose Lesson, Games, or Test:

You can choose the next Lesson, Game or Test to take. The lesson you just completed is displayed to the right of "Lesson:".

To choose a lesson

To choose the next lesson, make sure the lesson button is selected.   Then, click on the down arrow to the right of the "Lesson:" area to display more lesson names.   Select the lesson name of your choice by clicking on it.

To choose a Game

To play a Game, make sure the Adventure button is selected.   Then, click on the down arrow to the right of the "Adventure:" area to display the games. Select the game of your choice by clicking on it.

To choose a test

To choose the a test, make sure the test button is selected.   Then, click on the down arrow to the right of the "Test:" area to display test names.   Click on the test name of your choice.

Choose a time limit by clicking on the down arrow to the right of the "Time:" area.   Then, click on the time limit of your choice.   For more information, see About Time Limits.

Create a Custom Test by clicking on Create Custom Test.   For more information, see Create Custom Test.

Return to Main Menu:

Click on the Main Menu button to return to the Main Menu.

Note: The Lesson Results dialog is the only way to view your lesson results.   Lesson information is not saved.

Keypad Lessons:

To learn how to use the keypad on your keyboard, choose a keypad lesson from the list of lesson choices.

Tests

Clicking on the Take a Test button from the Main Menu will take you to the Typing Test Ticket. Taking a test will give you a chance to measure the progress you've made so far.

To take a test:

1. From the Main Menu, click the Take a Test button.   The Typing Test Ticket will appear.

2. The displayed Test name is the test suggested by Learn Typing Quick & Easy's Next Step intelligence. Click on the Take Test button to accept this suggestion or choose another test by clicking on the Change button and selecting from the drop down list. Both Keyboard and Keypad tests are included in the list.

3. Click the Take Test button to begin the test.

Enter the text EXACTLY as it appears in the test, typing upper or lower case characters where appropriate.   Between words, press the Spacebar key.   At the end of each line press Spacebar or press Enter if you have selected the "Press Enter at end of line" option in the Settings dialog.

Notice the indicators to the left of the test:

*   The top indicator shows your relative progress in the test.

*   The bottom indicator displays your adjusted WPM speed.

Notice the two buttons to the right of the test:

*   Clicking on the Settings button displays Settings dialog, where you can configure Learn Typing Quick & Easy to your own specifications.

*   Clicking on the Stop button pauses the lesson and displays a dialog that offers three choices: lesson results, restart lesson, return to main menu.

If you prefer to not save your test results, choose the Settings button.   From the Settings dialog, choose "No" for Always Save Test Results.   At the end of each test you will be asked whether you wish to save your results.   If you choose No, then your results will not be saved to the Test Results Menu Screen.

Note: In addition to the skill-improving tests provided by Learn Typing Quick & Easy, you can create your own personalized tests!   For more information on this, see Custom Tests.

Typing Test Ticket

The Typing Test Ticket appears when you click on the <u>Take a Test</u>   button from the <u>Main Menu</u>.

Take Test:

Choose this button to take the test displayed on your ticket.

Cancel:

Choose this button to return to the Main Menu.

Changing a Test:

The test displayed next to "Test" is the test suggested by Learn Typing Quick & Easy, or the last test completed.   You can change this <u>test</u> by choosing the Change button to the right of "Test."

Changing the Time Limit:

The default time limit is "None," however you can change this to set a time by which you must finish typing the test.   You can set <u>time limits</u> at 1, 2, 3, 4, and 5 minutes.

Changing the Test

The Change Test dialog appears when you choose the Change button from the Typing Test Ticket.

Main Keyboard or Keypad:

Choose Main Keyboard if you want to take tests on the keys from the main keyboard (including all letters, numbers, and symbols).   Choose Keypad if you would like to take tests on the 10-key keypad on the right side of your keyboard.

Selecting a Test:

Select a Test from the list of tests.   Use the scroll bar to view more tests.

OK:

Choose OK to change the test to the currently selected test in the list box and return to the Typing Test Ticket.

Cancel:

Choose Cancel to return to the Typing Test Ticket, disregarding any changes to the test selection.

Create Custom Test:

Choose this button to create your own personalized test.   The test you create will be displayed in the list of tests.   See Create Custom Test   for more information and instructions on how to create a custom test.

Changing Time Limits

The Change Time Limit dialog appears when you choose the Change button from the Typing Test Ticket.   The default time setting is None.   Once you set a time limit, you must complete the test in the specified amount of time.   For example, if you set the time limit at 1 minute, then when 1 minute is reached, the test will stop and Test Results will display.   If you set the time limit at 5 minutes, the test will continue until 5 minutes has been reached, and then Test Results will display.

While you are taking a timed test, the progress indicator on the left side of the screen will display the amount of time left in the test.

You may find it useful to use time limits in conjunction with tests that you create yourself. For example, if you want to be able to type a certain amount of text in 5 minutes, you can create a test with that text in it.   When you take that test, set a time limit of 5 minutes.

Different Time Limit Buttons:

Choose a time limit by clicking one of the buttons to the left of the preferred time (from 1 to 5 minutes).   The currently selected time limit button is blue.

OK:

Choose OK to save the time limit selection and return to the Typing Test Ticket.

Cancel:

Choose Cancel to return to the Typing Test Ticket, disregarding any changes to the time limit.

Test Paused

You will see the Test Paused dialog if you choose the Stop button or press the Esc key when taking a test.

You can choose the following buttons.

Test Results:

Choose Test Results to display the Test Results dialog.   From here, you can repeat the test or choose to take another test or lesson.

Resume Test:

Choose this button to continue with the current typing test.

Return to Main Menu:

Select this button to return to the [Main Menu](#).

Test Results

The Test Results dialog appears after you complete a test.   It displays your WPM and accuracy for the test.   Learn Typing Quick & Easy's **"built-in intelligence"** offers you a Next Step suggestion. The next step may be a lesson, a game or a test. You can also choose to repeat the test or return to the Main Menu.

Note: All test results are saved to the Test Results Menu Screen.   Go to the Main Menu and click on the View Results button to view your results by Key, Hand, Finger, and the Last 10 Tests.   Use this valuable information to evaluate your typing strengths and weaknesses for both the keyboard and the keypad.

Adjusted WPM shows your average WPM multiplied by the percentage of keystrokes you typed accurately.   For example, if your WPM is 50 and your accuracy is 90%, the calculation is: 50 x 90% = 45 Adjusted WPM.

The **Accuracy** number shows the percentage of keystrokes which were typed correctly. For example, if you typed 100 keystrokes (including Spacebar and Enter), and missed 10, your accuracy would be 90%.

Peak WPM represents the fastest speed you typed in the test (no adjustment is made for errors).

WPM shows your average WPM in the test with no adjustments made for errors.

Number Pad results are defined by a Stroke per Minute score: multiply WPM, Adjusted WPM, or Peak WPM by 5 to calculate your Stroke per Minute score.

Repeat Last Test:

Choose this to repeat the exact test you just stopped or completed.

Create Custom Test:

 Choose this button to create your own personalized test.   The test you create will be displayed in the list of tests.   See Custom Test for more information and instructions on how to create a custom test.

Do Next Step:

Learn Typing Quick & Easy's "built-in intelligence" offers you a Next Step suggestion. Click on the Do Next Step button to go to the Next Step activity suggested in the Next Step paragraph.

The Next Step suggestion provides the fastest and most efficient method for you to achieve your goal WPM with high accuracy scores, and for you to graduate to the next typing level.

If you ever need to "reset" the Next Step suggestions so that you start over again at the beginning of your chosen experience level, click on the   View Typist Information button in the Main Menu, select Change Typist, then add a new typist.

Choosing a Test, Lesson or Game:

You can choose the next Test, Lesson, or Game you want to take.   The test which is displayed to the right of "Test:" is the last test you completed.

To choose a test

- To choose the next test, make sure the test button is selected.   Then, click on the down arrow to the right of the "Test:" area to display test names.   Click on the test name of your choice.

- Choose a time limit by clicking on the down arrow to the right of the "Time:" area.   Then, click on the time limit of your choice.   For more information, see About Time Limits.

To choose a lesson

- To take a lesson, make sure the lesson button is selected.   Then, click on the down arrow to the right of the "Lesson:" area to display more lesson names.   Click on the lesson name of your choice.

To choose a Game

- To play a game, make sure the Game button is selected.   Then, click on the down arrow to the right of the "Game:" area to display the games.   Click on the game of your choice.

Main Menu:

Click on the Main Menu button to return to the Main Menu.

All of your test results are saved to Test Results screen.

Note: If you choose to take a test at a later time, the letters, words, or sentences used in the test are uniquely combined to present you with a new test each time.   The Touch Typist and Expert Touch Typist tests are exceptions.

After you complete a test, you may want to repeat it from the test results screen in order to improve your speed and accuracy scores.   In this case, the identical test you just completed will be repeated.

Custom Tests

To display the Custom Test dialog, first click on the Take a Test button in the Main Menu. This will display the Typing Test Ticket where you can choose the Change button located to the right of the "Tests:" area.   Then, click on the Create Custom Test button.

Learn Typing Quick & Easy gives you the flexibility to create your own tests.   Here are some ideas for creating your own tests:

- If your job requires that you type technical documents, such as medical reports or law briefs, create a test which gives you specific practice in these areas.

- Create a test about your favorite topic, sports figure, or celebrity -- just to keep you entertained.

- Or, if your workplace gives typing tests to potential employees, create a standard typing test for the Human Resources division.

Note: Learn Typing Quick & Easy lets you copy text from a Windows application program and paste it in the text area in the Create New Test dialog.   For more details, see Create Custom Test.

You can choose from these options:

New:
Choose New to create a new test.

Edit:
Select a test in the list box, then choose Edit to edit the test.

Delete:
Select a test in the list box, then choose Delete to delete the text.

Close:
Choose Close to return to the Change Test dialog.

Creating a Custom Test

Learn Typing Quick & Easy gives you the flexibility to create your own personalized tests. To display the Custom Test dialog, first click on the <u>Take a Test</u> button in the Main Menu. This will display the <u>Typing Test Ticket</u> where you can choose the Change button located to the right of the "Tests:" area.   Then, click on the Create Custom Test button.

The Create Custom Test option allows you to create a test similar to the documents you type on the job.   Or, create a test about your favorite topic, hobby, or person.   Create any test which will encourage you to keep practicing!

Title area:

Type the title of the new test in this area.   The title can be up to 40 characters in length.

Text area:

Type the text for the test in this area.   The text can be up to 3250 characters, which translates to about one and a half pages of double spaced text.

Tests entered into the text area will be modified as follows:

1.   All leading and trailing spaces will be removed.

2.   Ends of lines will have one space added, two spaces if it is the end of a sentence.

3.   Blank lines will be removed.

Tip: The best way to create your own test is to use your favorite wordprocessor.   Type or import text into your wordprocessor, run a spellcheck, and then paste it into the Text area in the Create New Test dialog of Learn Typing Quick & Easy.   Use the standard Windows commands to copy and paste text   (i.e.   CTRL+C, CTRL+V)   from a Windows application into the text area.

 For example, if you are copying text from Microsoft Word, highlight the text and choose Copy from the Edit menu or press CTRL+C.   Then, from the Create New Test dialog, place your cursor in the Text area.   To paste the text, press CTRL+V.   Some programs use the keyboard commands CTRL+INS to copy and SHIFT+INS to paste.   If your Windows program uses CTRL+INS to copy text, then simply press SHIFT+INS to paste the text into the text area of the Create Custom Test dialog.

Note: Always verify that the text you typed or imported is correct.   Should you find an error in your imported or typed text, select Create Custom Test,   Edit to make corrections.

OK:

Choose OK to save your test and return to the Create Custom Test dialog.

Cancel:

Choose Cancel to discard the test and return to the Create Custom Test dialog.

Editing a Custom Test

To display the Edit Test dialog, first click on the Take a Test button in the Main Menu. From the Typing Test Ticket choose the Change button. Click on the Create Custom Test button from the Change Test dialog, and choose the Edit button.   The Edit Test dialog will display.

Title area:

You can edit the title of the test in this area.   The title can be up to 40 characters in length.

Text area:

You can edit the text of the test in this area.   The text can be almost any length: 3,250 characters are allowed. This means you can have almost one and a half pages of double-spaced text.

OK:

Choose OK to save your test and return to the Create Custom Test dialog.

Cancel:

Choose Cancel to discard the changes to the test and return to the Create Custom Test dialog.

Games

The Games screen is your launching pad for two Games: Cliffhanger and Sea Adventure. These games are designed to keep you entertained as you polish your typing skills.   And you can play these games as often as you like!

Sea Adventure

Sea Adventure is a typing game designed to improve your typing skills. The goal in Sea Adventure is to type faster than the sea creature can swim.   If you slow down or mis-type too many characters...chomp!   You'll be fish food!

To start the Sea Adventure game, click the Play a Game button in the Main Menu, then click on the Sea Adventure button on the Games screen.

Screens:

There are three main screens in Sea Adventure -- the **Menu** screen, the **Game** screen, and the **Points** screen.

Menu screen:

The Menu screen is where you set your options for the game.   Choose the sea creature that will pursue you, which level to play, and your target Words per minute speed.

Game screen:

The game screen displays the text for the game as well as a running score.   To play the game, choose Begin from the Menu screen.   Then, simply start typing the text you see. If you mis-type a character you will be returned to the beginning of that word or letter combination.   The game ends when you successfully type all the text on the screen, or when the sea creature catches you.   You can exit the game at any time by clicking on the treasure chest labeled Exit Game.

Points screen:

The Points screen appears when the game ends.   This screen breaks down your points into categories and gives you an overall score.

Points are added when characters are typed correctly.   The harder the characters are, the more points you will accumulate (e.g. symbols are worth 50 points each, whereas Home Row characters are only worth 10).

Points are subtracted when characters are typed incorrectly.   The easier the characters are, the more points you will lose (e.g. missing a Home Row character subtracts 41 points from your score, whereas missing a symbol will only subtract 11 points).

View Typist Information

Typist Information is Learn Typing Quick & Easy's source for information about the current typist.   It is also where you can add new typists.   To display the Typist Information, click on the View Typist Information button in the Main Menu.

The Typist Information screen displays current typing level,   Record AWPM, and   Goal WPM.   You can add, change, or delete typists from the Typist Information screen.

Edit:

Choose Edit if you would like to edit the name of the current typist or change the skill level.   The skill level options are Just Starting, Look and Type Typist, Touch Typist, and Expert Touch Typist.

Record AWPM:

The Record AWPM area displays the current typist's fastest AWPM (Adjusted Words Per Minute) achieved.   The Record AWPM includes lessons, tests, and magazine articles you have typed.

Goal WPM:

This area displays the current typist's Goal WPM.   This goal can be changed.   For recommendations on setting your Goal WPM, see How To Set Your Goal WPM.

OK:

Choose OK to save your changes and go back to the Main Menu.

Change Typist:

Choose this button to change the current typist, or to add or delete a typist.

Settings:

Choose Settings to bring up the Settings dialog where you can change the program's settings.

Editing a Typist

To display the Edit Typist dialog, click on the <u>View Typist Information</u> button in the <u>Main Menu</u>. From the Typist Information screen, choose the Edit Typist button to display the Edit Typist dialog.   It allows you to edit the name of the typist and/or change the skill level.

Edit the Name of the Typist:

To edit the name of the typist, use the Arrow keys to position the cursor, then type to add characters. Use Backspace or Delete to remove characters.

Choose a Skill Level:

To take advantage of the program's built-in intelligence, carefully match your current typing skills with the appropriate level: Just Starting, Look and Type Typist, Touch Typist, or Expert Touch Typist.

Depending on which skill level you select, Learn Typing Quick & Easy's built-in intelligence will offer you customized lessons and tests.   Learn Typing Quick & Easy's built-in intelligence acts like your personal teaching helper, keeping in mind your current scores and your future typing goals.   Your skill selection also helps determine which lesson or test is recommended as your Next Step.

If you are unsure which level to choose, choose **Just Starting**.

OK:

Choose OK to change the information in the Edit Typist dialog and return to the Typist Information screen.

Cancel:

Choose Cancel to disregard the changes to the Edit Typist dialog and return to the Typist Information screen.

Changing a Typist

To display the Change Typist dialog, click on the <u>View Typist Information</u> button in the <u>Main Menu</u>.   Choose the Change Typist button to display the Change Typist dialog.

To change to a typist that is displayed in the list, select the name using the up and down arrow keys, then choose OK.

Add:

Choose Add to add a new typist to the program.   This will display the <u>Add Typist</u> dialog.

Delete:

To <u>delete a typist</u> from the program, select the name from the list, then choose Delete.   A dialog will appear to confirm the deletion.

OK:

Choose OK to change the typist to the currently selected name in the list and return to the Typist Information screen.

Adding a Typist

To display the Add Typist dialog, click on the View Typist Information button in the Main Menu.   From Typist Information, click the Change Typist button to display the Change Typist dialog. Click the Add button and the Add Typist dialog displays.

Type the name of the new typist in the box provided.

Choose an Initial Skill Level:

The skill level is used to help determine which lesson you should start with and which lesson Learn Typing Quick & Easy should suggest next.   If you are unsure which level to choose, choose **Just Starting**.

OK:

Choose OK to add the typist to the program and return to the Change Typist dialog.

Cancel:

Choose Cancel to disregard the new Typist Information and return to the Change Typist dialog.

Deleting Typist

To display the Delete Typist dialog, click on the View Typist Information button in the Main Menu.   Choose the Change Typist button, and from the dialog, click the Delete button. The Delete Typist dialog displays.

When you delete a typist's name you also delete all lesson and test results which were saved under that name.

Yes:

Choose Yes to confirm that you want to delete the currently selected typist and return to the Change Typist dialog.

No:

Choose No to return to the Change Typist dialog without deleting the currently selected typist.

Test Results Menu Screen

Go to the Test Results Menu Screen to select a way to view the results of your typing tests.   You can view the results in several different ways, and you can even print them for future reference.   Use Test results to identify your typing strengths and weaknesses.   Then, you can repeat specific lessons and tests to improve your speed and accuracy.   To display the Test Results Menu Screen, click on the <u>View Results</u> button in the Main Menu.

The Test Results Menu has several options -- Test Results by Key, Test Results by Finger, Test Results by Hand, Last 10 Tests, and Return to Main Menu.   Click on the option of your choice.

Test Results by Key:

Choose Test Results by Key to look at your test results by each key on the keyboard.   You can look at the results by accuracy or by speed.

Test Results by Finger:

Choose Test Results by Finger to look at your test results by each finger.   You'll see your speed and accuracy for each finger of both hands.

Test Results by Hand:

Choose Test Results by Hand to look at your test results grouped by hand.   You'll see your speed and accuracy for your left hand and for your right hand.

Last 10 Tests:

Choose Last 10 Tests to see your results for the last 10 tests.   You'll see your speed and accuracy for each test.   If you have not taken 10 tests, then you will see as many as you have taken.

For more information on putting your test results to work for you, see <u>Using Your Test Results</u>.

Note: The results from Lessons and Games are **not** saved to the Test Results Screen.

Using Your Test Results

Your test results appear in the dialog after you have stopped or completed a test.

Test Results by Key:

Review your test results and identify the keys for which you scored the lowest.   Once the keys are identified, you can repeat certain lessons which emphasize those targeted keys.

For example, if the letters "j" "q" and "z" score lower, then repeat these lessons:

Learning d, f, j and k

Learning q, w, o and p

Learning z and `

Once you feel that you have mastered the above lessons, then retake a test (such as the letter combination, word or sentence tests).   Return to the Test Results Screen and see how your Last Test score compares to your Last 10 Tests score.   With practice, your scores should improve.

Test Results by Finger:

You may find that certain fingers consistently score lower than other fingers.   If so, then refer to the below list to see which fingers type which letters.   Then, repeat the lessons which include the specified letters.

LEFT HAND FINGERS:

Little: a, q, z, `, 1, !, and Left Shift
Ring: s, w, x, 2 and @
Middle: d, e, c, 3 and #
Index: f, g, r,   v, g, t, b, 4, 5, $, and %

RIGHT HAND FINGERS:

Thumb: Spacebar
Index: j, u, y, h, n, m, 6, ^, 7 and &
Middle: k, i, <, , 8 and *
Ring: l, o, ., >, 9 and (
Little: ;, :, ', ", p, [,], }, {, -, _, =, +, |, \, 0,), ?, / and Right Shift

Test Results by Hand:

The Results by Hand figures can tell you if your left or right hand is a stronger typist.   If you are right-handed, then it is common for your right hand to score higher.   Just as if you are left-handed, your left hand may score higher.

Keep this information in mind when you choose your next practice lesson.   If your left hand is weaker, then choose a lesson which will strengthen your left hand.   For example, you could choose Learning 5 and 6, and Learning z and ` to specifically work with your left hand.

Last 10 Tests:

It is good to know your typing speed and accuracy goals when viewing your results for the last 10 tests.   To improve your typing speed, repeat the Speed Building lesson.   To improve your typing accuracy, repeat the Accuracy Building lesson.

Test Results by Key

The Test Results by Key screen is displayed when you choose Test Results by Key from the Test Results Menu.   It shows your test results by each key on the keyboard.

For more information on putting your test results to work for you, see Using Your Test Results.

Main Keyboard:

Choose Main Keyboard to view your test results for the keys on the main keyboard.

Keypad:

Choose Keypad to view your test results for the keypad.

Speed:

Choose Speed to view how fast you typed each key.

Accuracy:

Choose Accuracy to view how accurately you typed each key.

Uppercase keys:

Choose this button to view test results for the Uppercase keys on the main keyboard. This button is not available when viewing test results for the Keypad.

Lowercase keys:

Choose this button to view test results for the Lowercase keys on the main keyboard. This button is not available when viewing test results for the Keypad.

Number keys:

Choose this button to view test results for the number keys on the main keyboard.

Symbol keys:

Choose this button to view test results for the symbol keys on the main keyboard.   This button is not available when viewing test results for the Keypad.

Bar Graph:

Choose Bar Graph to view your test results in a bar graph.

Line Graph:

Choose Line Graph to view your test results in a line graph.

Last Test:

Choose this to display the test results for your last completed test.

Last 10 Tests:

Choose this to display the results for your last 10 tests.   Your speed and accuracy scores represent an average of your last 10 tests.   For example, if you scored 10 WPM on one test, and 30 WPM on another, then your average WPM for the two tests is 20 WPM.

Results Menu:

Choose Results Menu to return to the Test Results Menu Screen.

Print:

To print the results you see on the screen, choose the Print button.

Test Results by Finger

The Test Results by Finger screen is displayed when you choose Test Results by Finger from the Test Results Menu Screen.   It shows test results for each of your fingers.

For more information on putting your test results to work for you, see Using Your Test Results.

Main Keyboard:

Choose Main Keyboard to view your results for the keys on the main keyboard.

Keypad:

Choose Keypad to view your test results for the keypad.

Speed:

Choose Speed to view how fast each finger has typed.

Accuracy:

Choose Accuracy to view how accurately each finger has typed.

Last Test:

Choose this to display the test results for your last completed test.

Last 10 Tests:

Choose this to display the results for your last 10 tests.   Your speed and accuracy scores represent an average of your last 10 tests.   For example, if you scored 10 WPM on one test, and 30 WPM on another, then your average WPM for the two tests is 20 WPM.

Results Menu:

Choose Results Menu to return to the Test Results Menu Screen.

Print:

To print the test results you see on the screen, choose the Print button.

Last 10 Tests

The Last 10 Tests screen is displayed when you choose Last 10 Tests from the Test Results Menu Screen.   It shows your results for the last 10 tests you have taken.   If 10 tests have not been taken, then it shows only those tests you have taken.   The test labeled "Oldest" refers to the first test included in the test results.   The test labeled "Newest" refers to the last test you completed.

Your results are based on your average speed and accuracy scores over the last 10 tests you have taken.   For example, if you scored 10 WPM on one test, and 30 WPM on another, then your average WPM for the two tests is 20 WPM.   Same with accuracy: if you scored 80% on the first test, 85% on the second, and 90% on the third, your average accuracy is 85%.

For more information on putting your test results to work for you, see Using Your Test Results.

Main Keyboard:

Choose Main Keyboard to view your combined test results for the main keyboard keys.

Keypad:

Choose Keypad to view your combined test results for the keypad.

Bar Graph:

Choose Bar Graph to view your combined test results in a bar graph.

Line Graph:

Choose Line Graph to view your combined test results in a line graph.

Results Menu:

Choose Results Menu to return to the Test Results Menu Screen.

Print:

To print the results you see on the screen, choose the Print button.

Settings

The Settings dialog appears when you click on the Settings button wherever it appears - including   View Typist Information and any Lesson or Test screen.   You can change various settings from this dialog.

Backspace Enabled:

If this option is set to Yes, the Backspace key will work in lessons and tests to allow you to correct characters you type.   If this option is set to No, the Backspace key will not work.

Off-by-one:

If this option is set to On, Learn Typing Quick & Easy will automatically adjust if you get out-of-sync with the typing text by one character.   Set this option to Off to turn off this feature.

Press Enter at End of Line:

Set this option to Yes if you would like to press Enter at the end of each line on the screen (similar to how a typewriter would work).   Set this option to No if you would like to press Spacebar at the end of each line (similar to how a word processor with word wrap would work).

Typing Error Beep:

If this option is set to On, you will hear a beep when a typing error is made while taking a lesson or test.   Set this option to Off to turn off the beep sound.

Always Save Test Results:

Set this option to Yes if you would like Learn Typing Quick & Easy to automatically save your test results in your typist file.   Set this option to No if you would like Learn Typing Quick & Easy to ask you whether you want to save the results or not after finishing a test. If you choose No, then only your most recent test results will be saved to the Test Results Menu Screen.

Exit

Exiting

To exit from Learn Typing Quick & Easy, click the Exit sign from the Main Menu, or press Alt + F4.

At the Exit dialog you will have two choices:

Yes:

Choose Yes to quit the program and return to Windows.

No:

Choose No to return to the Main Menu of Learn Typing Quick & Easy.

About Your Keyboard

There are two general types of keyboards: a **QWERTY** keyboard and a **Dvorak** keyboard.   The difference between the two is the layout of the keys.

QWERTY Keyboard

The QWERTY keyboard is so named because Q, W, E, R, T, and Y are the first six letters on the top row of the keyboard.   This is the most commonly used keyboard today and is the keyboard layout taught by Learn Typing Quick & Easy.

Dvorak Keyboard

The Dvorak keyboard was developed in 1936 by August Dvorak.   This keyboard was designed to help speed up the typist by placing the most commonly used keys on the middle row.   While this keyboard was designed as an improvement to the QWERTY keyboard, it has not gained much popularity.

While most of the keys on the QWERTY keyboard remain the same from keyboard to keyboard, there are some keys that you may find in different locations on each keyboard. The key that seems to appear in different locations most often is the Backslash (\ ) key -- on some keyboards it is located in the upper right of the keyboard near the Backspace key, and on other keyboards, it is located in the lower right of the keyboard near the Alt and Ctrl keys.   Make sure you familiarize yourself with the layout of the keyboard you are using.

Learn Typing Quick & Easy has lessons to teach you how to use all the alphabetic, numeric, and symbol keys on your keyboard.

Calculating Speed and Accuracy

Speed is calculated in words per minute, where a word consists of four characters and a space.   Learn Typing Quick & Easy reports accuracy as the percentage of characters correctly typed.

WPM

WPM shows the average words per minute that you typed with no adjustment is made for errors.

Learn Typing Quick & Easy uses a formula to calculate your WPM score.   The formula is as follows:

Number of Characters Typed / Number of Seconds Elapsed = Characters Per Second

CPS * 60 = Characters Per Minute

CPM / 5 = WPM

Stroke per Minute

Number Pad results are defined by a Stroke per Minute score: multiply WPM, Adjusted WPM, or Peak WPM by 5 to calculate your Stroke per Minute score.

Adjusted WPM

Adjusted WPM shows your average WPM multiplied by the percentage of keystrokes you typed accurately.   For example, if your WPM is 50 and your accuracy is 90%, the calculation is: 50 x 90% = 45 Adjusted WPM.

Accuracy

The Accuracy number shows the percentage of keystrokes which were typed correctly. For example, if you typed 100 keystrokes (including Spacebar and Enter), and missed 10, your accuracy would be 90%.

Peak WPM

Peak WPM represents the fastest speed you typed in the lesson (no adjustment is made for errors).

Running WPM Speed

While you are typing in a lesson or test, you will see your running WPM speed in the Speed Indicator box.   This speed is only an approximate speed and is supplied to give you an idea of how fast you are going while you are typing.   Your actual WPM speed is the speed indicated in the Results dialog after the lesson or test is completed.

Delete Test

The Delete Test dialog appears when you choose Delete from the Create Custom Test dialog.   To display the Create Custom Test dialog, choose the Take a Test button from the Main Menu, and click on   the Change button next to the "Tests:" option.   Then choose the Create Custom Test button to display the Custom Tests dialog.

From the Delete Test dialog, you will see:

Yes:

Choose Yes to confirm that you want to delete the currently selected test, and return to the Create Custom Test dialog.

No:

Choose No to return to the Create Custom Test dialog without deleting the currently selected test.

Lesson Descriptions

Learn Typing Quick & Easy's skill-building lessons start by teaching you a few keys at a time.   With practice, you will soon know how to type properly using all the keys on the keyboard.   As you proceed through the lessons, take a test to reinforce what you've just learned and get a sense of how you're progressing.

Here are descriptions of the some of the lessons:

Key Placement and Key Combination Lessons

Key Placement and Key Combination lessons familiarize you with the keyboard a few keys at a time until you become a touch typist.   It is important to practice these lessons well. As you are learning, try to look at the screen, not at your keyboard.   This will help you learn by feel - your fingertips will develop a memory of their own.   Eventually, you'll be typing by touch, which is called "touch typing".   If you don't feel completely comfortable with a lesson, then repeat the lesson.   These lessons build the foundation of touch typing!

Prefixes Lesson

This lesson gives you practice with common prefixes, such as "mis" in "mismatch," or "pre" in "prehistoric."   Take this lesson to become acquainted with common letter combinations.   This lesson is recommended for Touch Typists.

Suffixes Lesson

This lesson gives you practice typing common suffixes, such as "ness" in "kindness," or "ing" in "talking."   This lesson introduces common letter combinations and is recommended for Touch Typists.

Vowels Lesson

The vowels lesson lets you type words including vowels: a, e, i, o, u, and sometimes y. For example, you will practice words such as "cat", "beat", "coughing", and many more. You will become accustomed to typing common letter combinations.   Recommended for Look and Type and Touch Typists.

Consonants Lesson

Lets you improve your typing skills by typing words including consonants, such as "constitute," "fake," and "zebra."   You will become accustomed to typing common letter combinations.   Recommended for Look and Type and Touch Typists.

Difficult Words Lesson

The Difficult Words lesson provides words which require you to reach above or below the Home Row.   Also, many of the words may be uncommon, longer than you are used to typing, and are often mis-spelled.   Therefore, they will take a greater level of concentration to type accurately and speedily.   Recommended for Touch Typists and Expert Touch Typists.

Alternating Fingers Lesson

The Alternating Fingers lesson provides practice typing words which contain letters which must be typed with the left hand and then the right hand, and vice versa.   For example, when you type "emblem" or "tight" you use alternating hands to type the different letters. Recommended for Look and Type and Touch Typists.

Reaches Lesson

The Reaches lesson emphasizes words which require you to reach your fingers above and below the Home Row.   For example, when typing words such as "policy" or "regress", your fingers must reach away from the Home Row to type p, y, and then must reach to type g followed by r.   Recommended for Look and Type and Touch Typists.

High-Risk Combination Lesson

The High-Risk Combination lesson gives you practice typing words that include letter combinations which commonly cause typing errors.   For example, the letter combinations of "d" and "e" in words such as "dent" and "feed" and the "a" and "s" letter combinations in words such as "squads" and "was."   This lesson is recommended for Look and Type Typists as well as Touch Typists.

Numbers and Symbols Practice

This lesson provides valuable practice typing numbers and symbols (such as @, $, %, &, *, and more).   Practice this until you can type the numbers and symbols without looking at the keyboard.   Recommended for Look and Type and Touch Typists.

Keypad Tests

There are ten keypad lessons to sharpen your 10-key skills.

Test Descriptions

Learn Typing Quick & Easy's tests are designed to reinforce the key combinations and words which are taught in the lessons.

Note: If you choose to take a test a second time, the letters, words, or sentences used in the test are uniquely combined to present you with a new test each time.   The Touch Typist and Expert Touch Typist tests are exceptions to this rule.

After you complete a test, you may want to repeat it in order to improve your speed and accuracy scores.   In this case, the identical test you just completed will be repeated.

Here are descriptions of the some of the tests:

Key Learning 1

Choose this test to challenge your Home Row typing skills.   You will type letter combinations and small words using the eight Home Row keys: a, s, d, f, j, k, l, and ;.

Key Learning 2

This test combines the Home Row keys with the keys in the row above the Home Row. The test is made up of small and medium-sized words.

Key Learning 3

Test yourself on all the alphabetic keys using this test.   Continue taking this test until your speed and accuracy scores are almost perfect!

Random Words and Random Words (Long)

Choose these to test yourself by typing words of various lengths, using the entire alphabetic keys.   Test your skills using the Left and Right Shift keys by typing the required upper and lower case letters.

The Random Words test contains 8 lines and the Random Words (Long) test contains 16 lines.

Random Sentences and Random Sentences (Long)

Choose these to test yourself by typing sentences using the entire alphabetic keys, upper and lower case letters, punctuation keys, and some symbols and numbers.

The Random Sentences test contains 8 sentences, and the Random Sentences (Long) test contains 16 sentences.

Touch Typist Test

If you are at either of these experience levels: Just Starting or Look and Type, then this is the test you are striving to pass with high scores of speed and accuracy.   Take this test after you have successfully completed the recommended lessons and tests, and/or you feel confident to move on to the Touch Typist level.   If you pass this test with scores of 30 WPM and 90% accuracy, you will automatically graduate to the Touch Typist level!   If you don't pass this test, you can work on improving your speed and accuracy by following the recommended Next Step or by reviewing learning lessons.

Expert Touch Typist Test

If you are a Touch Typist and your goal is to become an Expert Touch Typist, then this test is for you.   After you have successfully completed the recommended lessons and tests

for the Touch Typist level, you are ready for this test.   The Expert Touch Typist Test challenges your touch typing skills.   If you successfully complete this test with 40 WPM and 90% accuracy, you will automatically be elevated to the Expert Touch Typist level!   If you don't pass this test, you can work on improving your speed and accuracy by following the recommended Next Step, or by reviewing learning lessons.

Numbers and Symbols

Choose this test to challenge yourself on the number and symbol keys.   You will be presented with sentences that contain various numbers and symbols (such as @, #, $, & etc.).

Keypad Tests

There are four keypad tests to sharpen your 10-key skills.

About Time Limits

The default time setting is None.   Once you set a time limit, you must complete the test in the specified amount of time.   For example, if you set the time limit at 1 minute, then when 1 minute is reached, the test will be stopped and the Test Results will display.   If you set the time limit at 5 minutes, the test will continue until 5 minutes has been reached, and the Test Results will display.

While you are taking a timed test, the progress indicator on the left side of the screen will display the amount of time left in the test.

You may find it useful to use time limits in conjunction with tests that you create yourself. For example, if you want to be able to type a certain amount of text in 5 minutes, you can create a test with that text in it.   When you take that test, set a time limit of 5 minutes.

Save Results

The Save Results dialog appears when you leave the Test Results screen, and the Always Save Test Results option is set to No in the Settings dialog.

Yes:

Choose Yes to confirm that you want to save the results of your last test.   These results will then appear when you go to the Test Results Screen.

No:

Choose No to disregard the results of your last test.

Individual Software

Individual Software, Inc. is the leader in multimedia training, computer based training, lifestyle productivity, and adult lifetime learning software for personal computers worldwide.   Our strategy is to develop and market high-quality, high-performance software that enables users to maximize the value and potential of their personal computers.   Individual Software, Inc. is uniquely positioned to harness the latest technological advances due to the leadership of our management team along with our commitment to authoring and programming excellence.

Individual Software, Inc. was launched in early 1982 to develop computer-based training software for the IBM PC market. Since then, we have maintained our position as one of the leading innovators in training and productivity software for personal computers.

Some of Individual's most recent product releases are displayed here.   Click on each product name to see a description of that product.

- [Family Ties](#)
- [Professor Windows 95 Deluxe CD](#)
- [ResumeMaker Deluxe CD](#)
- [Anytime for Windows](#)

How to Set Your Goal WPM

How to Set Your Goal WPM

Your Goal WPM (Words Per Minute) should be set at a typing level which is realistically within your reach.   Then, as you reach your goal, you can set it higher.

The minimum recommended Goal WPM for the Just Starting and Look and Type Typist levels is 10 WPM.   For Touch Typists it is 20 WPM, and for Expert Touch Typists it is 35 WPM.   You can accept these recommendations, or better yet, challenge yourself and enter your own Goal WPM.

As you reach your Goal WPM when taking a test, you may want to return to your Typist Information and set your Goal WPM higher.   This way you can keep giving yourself reasons to try harder and practice more!

Note: If you have never typed before, then you may want to accept the Just Starting and Look and Type Typist levels Goal WPM of 10 WPM.   After you take the recommended skill-building lessons, start taking the recommended tests.   Then, when you successfully pass the Touch Typist test, with scores of 30 WPM and accuracy at 90%, then Learn Typing Quick & Easy will automatically graduate you to the Touch Typist level!

Continue practicing and taking lessons and tests.   When you successfully pass the Expert Touch Typist test with scores of 40 WPM and 90%, then you will be elevated to the Expert Touch Typist level.   At this point, return to the Typist Information screen to set your Goal WPM higher and higher.

To change your Goal WPM, access   View Typist Information from the Main Menu.   Click your mouse button in the Goal WPM field and type in your Goal WPM speed.

Cliffhanger

Cliffhanger is a typing practice adventure designed for the beginning and intermediate level typist.   Two climbers scale El Capitan in Yosemite National park: you climb at the pace you type, and your opponent climbs at the WPM speed you select from the menu. Correctly typed letters cause you to climb higher. If Cliffhanger is accessed from the Do Next Step button, your opponent will climb at a rate based on your last registered Adjusted Word Per Minute speed.

Cliffhanger may be accessed two ways:

- From the Main Menu, click on the Play a Game button - then, just click on the Cliffhanger button.

- From the Lesson Results screen, Learn Typing Quick & Easy may suggest that you play Cliffhanger as a Next Step.   Simply click on the Do Next Step button to begin playing.

Screens:

There are two screens in Cliffhanger -- the **Menu** screen and the **Game** screen.

Please note: If you clicked on the Do Next Step button in the Lesson Results screen, you will go directly to the Game screen.   Learn Typing Quick & Easy will set the parameters for your game based on the keys you've learned about, and your   WPM speed.

Menu screen:

The Menu screen is where you set your options for the game.   Choose your lesson content, Words per Minute speed and which climber to display on-screen during the game. There are several levels of practice in Cliffhanger, make your selection from the drop down menus on the menu screen.

Game screen:

The game screen displays the text for the game.   To play the game, choose Begin from the Menu screen.   Then, simply start typing the text you see. The game ends when you successfully type all the text on the screen, regardless of whether your opponent beats you to the top.

Help

Click on the Rescue Helicopter to get help on how to play Cliffhanger.

Exit

Exit the game at any time by clicking on the boulder labeled Exit Game.

WPM

WPM stands for Words Per Minute and is how typing speed is measured.   WPM is the number of words you can type in a minute.

AnyTime for Windows

Flexible, Fast, Friendly Organizing!

AnyTime is the best value in a full featured personal organizer, offering the widest variety of great looking calendars and printouts.   It's the quick and easy way to stay in control of your busy schedule. No other personal organizer offers you more ways to keep track of vital information like appointments, to-do-items, names, addresses and phone numbers.

To keep you organized, tools like drag and drop, alarms, conflict checking, instant rescheduling, repeating events, to-do prioritizing and automatic rollover are included.

The program also has an address book that will help organize all your contacts and personal information.

- Calendar and scheduling
- To-Do Lists
- Drag and Drop
- Widest variety of layouts
- Supports DayTimer, Day Runner, Franklin, FiloFax and more.
- Quick Planner views by week, month and year
- Auto dial
- Envelope printing
- Import/export

ResumeMaker Deluxe CD

The advantage you need in today's job market is ResumeMaker Deluxe CD. It's guaranteed to be the best and most complete resume software program available! ResumeMaker Deluxe is the only program that includes all these essential features:

- Perfect Resume Creator
- Guided letters
- Word Processor
- Action Items List
- Contact Manager
- Career Planner
- Calendar and Scheduler
- Virtual Interview
- Winning-Edge Workshop
- Expert Advisor
- And more!

ResumeMaker Deluxe CD is designed to give you everything you need to get the job you want!

Record AWPM

Your Record AWPM (Adjusted Words Per Minute) shows the best Adjusted WPM you have achieved while taking lessons or tests.

The Adjusted WPM shows your average WPM multiplied by the percentage of keystrokes you typed accurately.   For example, if your WPM is 50 and your accuracy is 90%, the calculation is: 50 x 90% = 45 Adjusted WPM.

Next Step

After each lesson, Learn Typing Quick & Easy "built-in intelligence" will offer you a Next Step suggestion.   You can feel confident to follow the Next Step suggestion because it takes into consideration the following:

- Which lessons and tests you have completed.
- Which key combinations you have learned.
- Your scores for speed and accuracy.
- Your typing level (Just Starting, Look and Type Typist, Touch Typist, or Expert Touch Typist).
- And your Goal WPM.

The Next Step suggestion provides the fastest and most efficient method for you to achieve your goal WPM with high accuracy scores, and for you to graduate to the next typing level.

Goal WPM

Your Goal WPM (Words Per Minute) is the typing speed you hope to reach.

The minimum recommended Goal WPM for the Just Starting and Look and Type Typist levels is 10 WPM.   For Touch Typists it is 20 WPM, and for Expert Touch Typists it is 35 WPM.   You can accept these recommendations, or better yet, challenge yourself and enter your own Goal WPM.

Test Results by Hand

testThe Test Results by Hand screen is displayed when you choose Test Results by Hand from the View Results Menu Screen.   It shows test results for your left and right hands.

For more information on putting your test results to work for you, see Using Your Test Results.

Main keyboard:

Choose Main keyboard to view your speed and accuracy for the keys on the main keyboard.

Keypad:

Choose Keypad to view your speed and accuracy for the keypad.

Last Test:

Choose this to display the results for your last completed test.

Last 10 Tests:

Choose this to display the results for your last 10 tests.   Choose this to display the results for your last 10 tests.   Your speed and accuracy scores represent an average of your last 10 tests.   For example, if you scored 80% accuracy on one test, and 90% accuracy on the next, your average accuracy for the two tests is 85%.

Print:

To print the results you see on the screen, choose the Print button.

Professor Windows 95 Deluxe CD

The world's best way to learn Windows.

Explore the Professor's neighborhood and experience three interactive learning tracks. Choose the Learning Track, Information Track, or Review Track.   Over 50 comprehensive lessons teach you everything about Microsoft Windows 95!   Using hundreds of entertaining animations, cool videos, incredible 3D graphics plus hours of digital video, you'll learn at your own pace.

- Complete interactive lessons teach everything you need to know about Microsoft Windows 95.
- Practice quizzes and interactive exercises reinforce new Windows 95 skills.
- Graphical progress reports chart your learning.
- Windows 95 insider tips to help you work smarter.
- Humorous anecdotes to make learning fun.

Family Ties for Windows

Tracing Your Family Tree With Ease

With Family Ties, ancestor and descendant trees are created automatically.   Simply enter names, spouses, children and places of birth.   Then Family Ties places them within a family tree illustrating each relationship.   With the new photo album feature, you can add scanned photographs or Kodak Photo CD images to any of your ancestor or descendant trees.   The included resource guide will help you get started with tips on acquiring information from other family members and various institutions.   Customized printouts of ancestor and descendant trees can be given to friends and family as informative mementos and cherished gifts for years to come.

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