



Mastering Computer Typing: A Painless Course for Beginners and Professionals

Sheryl Lindsell-Roberts

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What's the best way to make your computer more efficient? Learn how to touch-type! And this is the book that can teach you. The first complete guide for learning how to touch-type on a computer keyboard includes: How to get from A to Z on your keyboard; How to negotiate punctuation keys; How to type numbers on a numeric keypad; How to avoid fatigue and aches and pains, especially carpal tunnel syndrome; Tips for first-time and experienced computer users; User-friendly exercises and practice lessons to build up speed and efficiency. Designed for individual or classroom use in a handy spiral-bound format, Mastering Computer Typing is the perfect tutor, aid, or guide for everyone who needs to touch-type on a computer keyboard.

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