



Typewriting Skill Training Course

Syllabus

1. Introduction to typing master
2. Home row keys
3. Bottom row keys
4. Numbers and Symbols
5. Shift, Enter, Backspace keys
6. Typing words
7. Sentences, Paragraphs and Letters
8. Exercises


HOD
Dept. of Commerce


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3.1. Introduction to Typing Skills

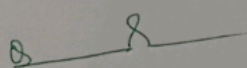
Typing is the process of writing or inputting text by pressing keys on a typewriter, computer keyboard, cell phone, or calculator.

Typewriter



Typewriter Keyboard




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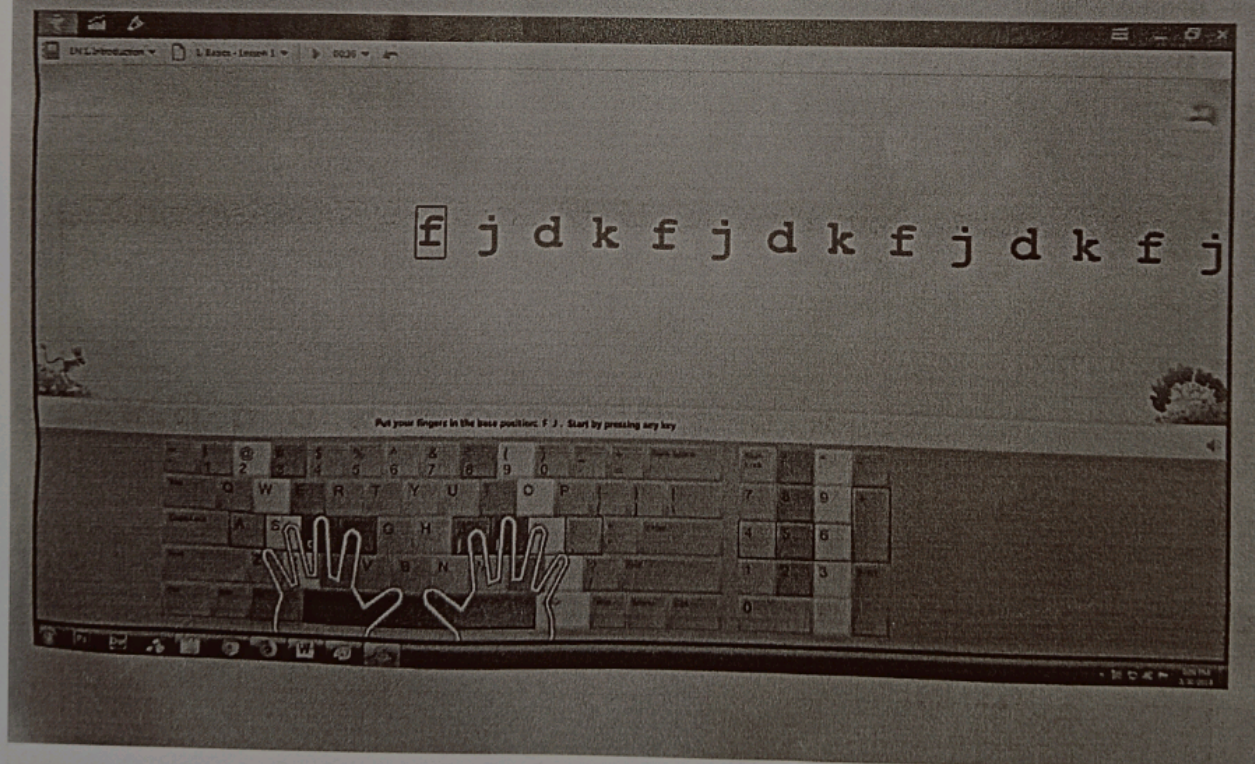
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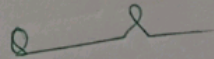
Computer Keyboard

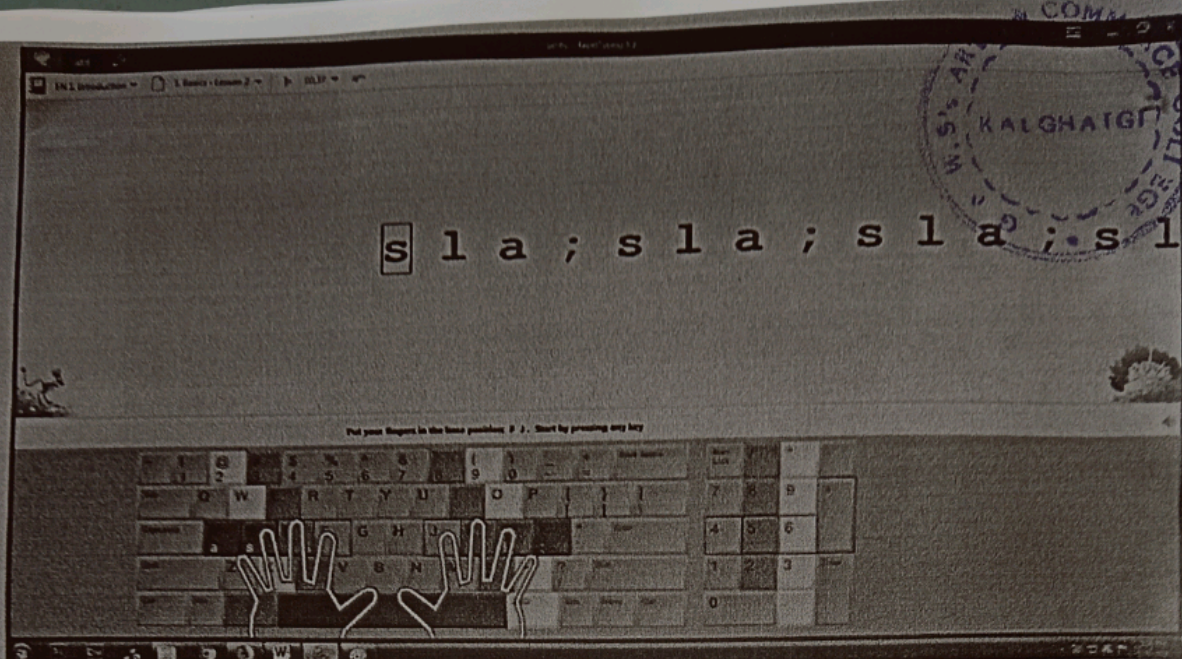


3.2 Home row keys

A S D F G H J K L

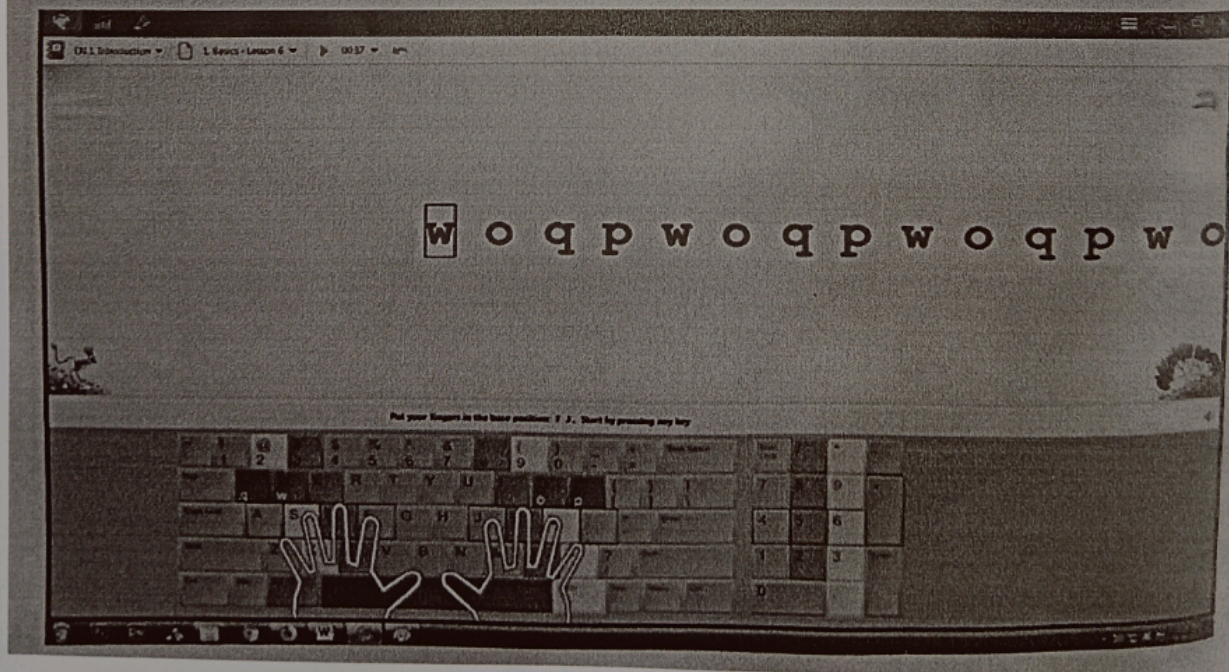


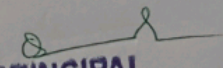

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3.3 Top row keys

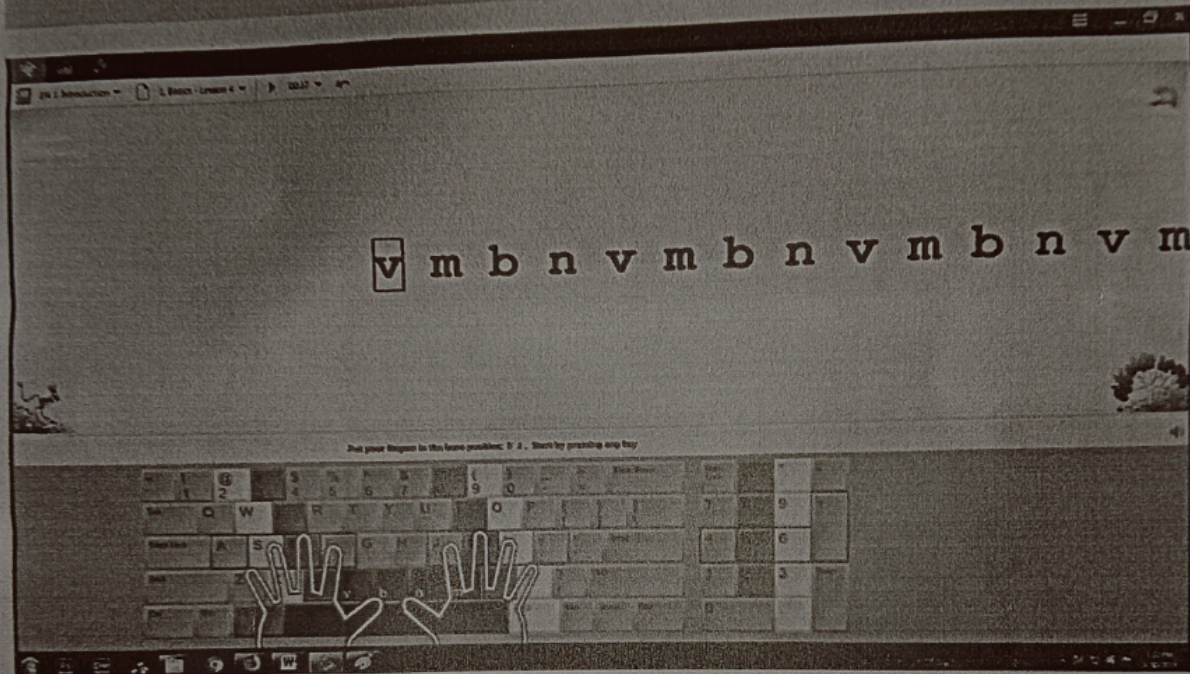
Q W E R T Y U I O P



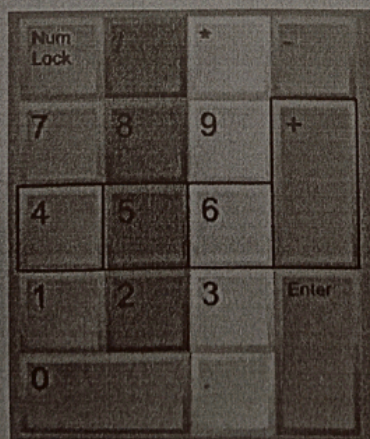

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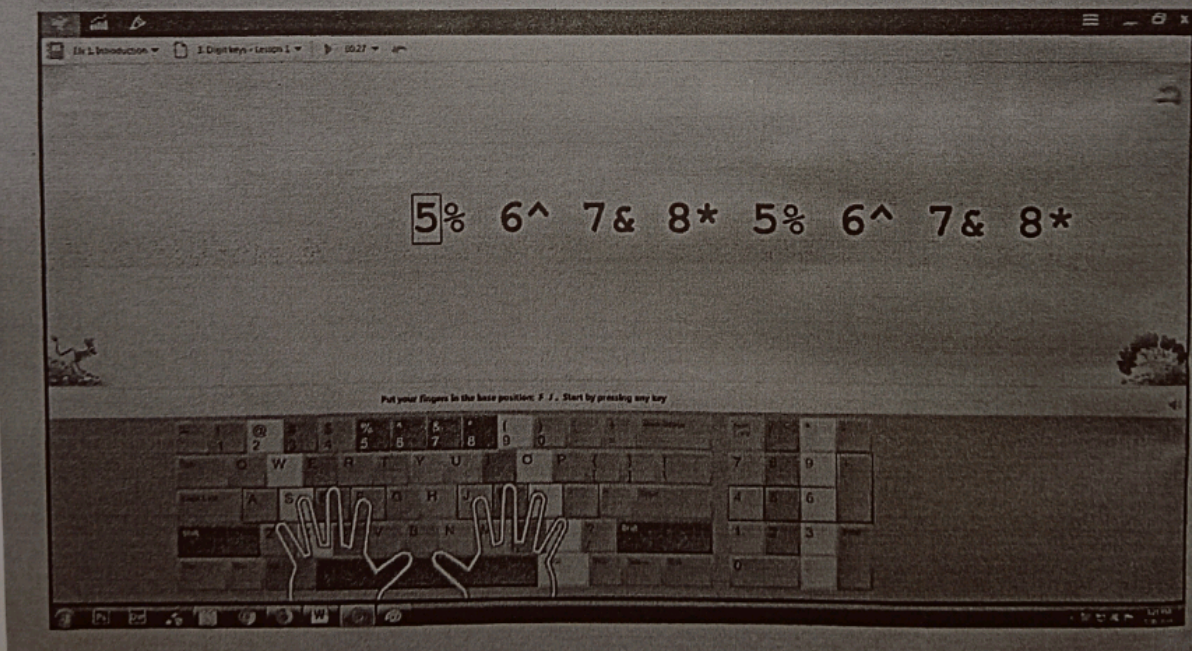
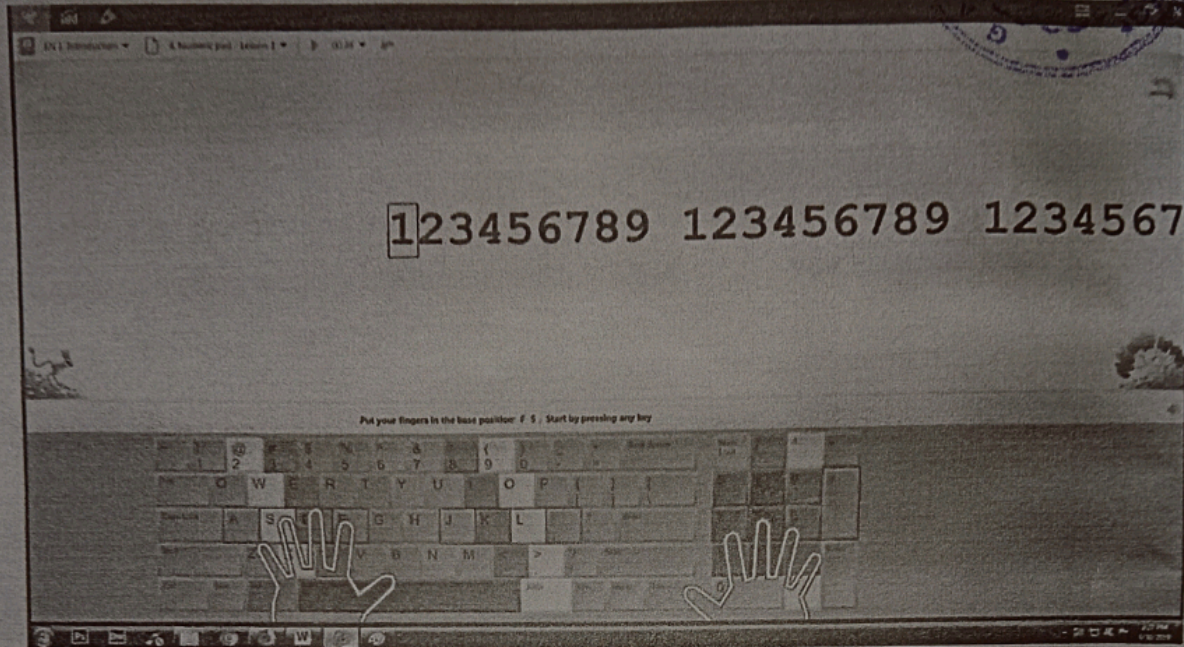
Z X C V B N M



3.5 Numbers and Symbols




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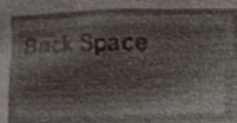
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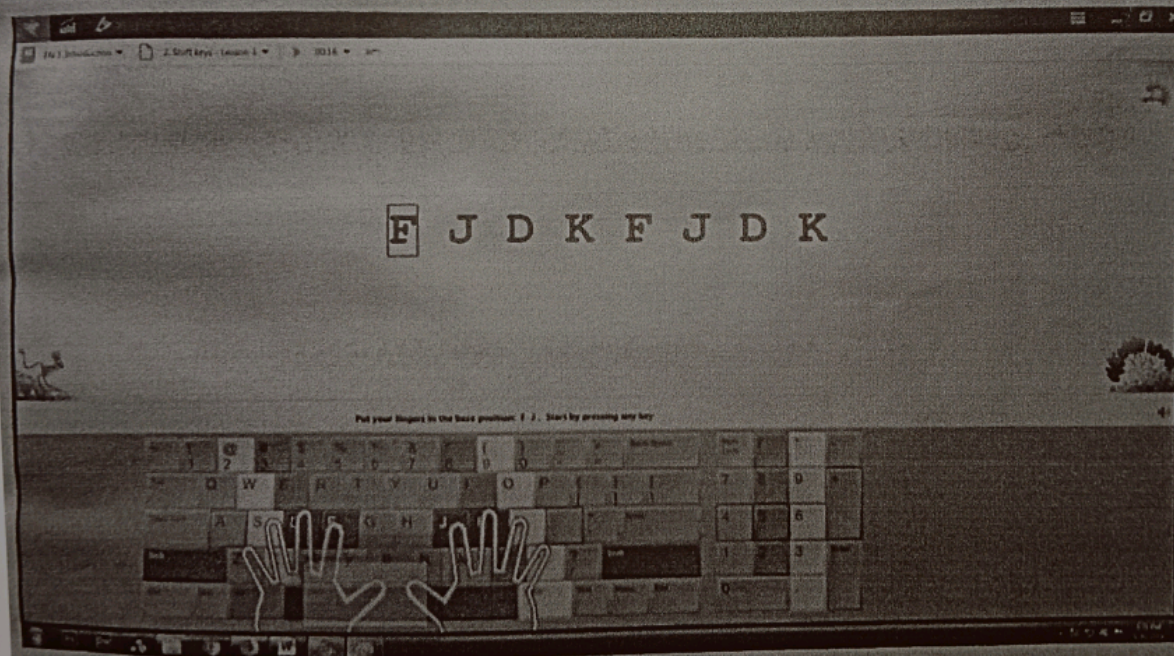
Press Shift key to type the letters in uppercase



Press Enter key to move on Next line or Start the Paragraph



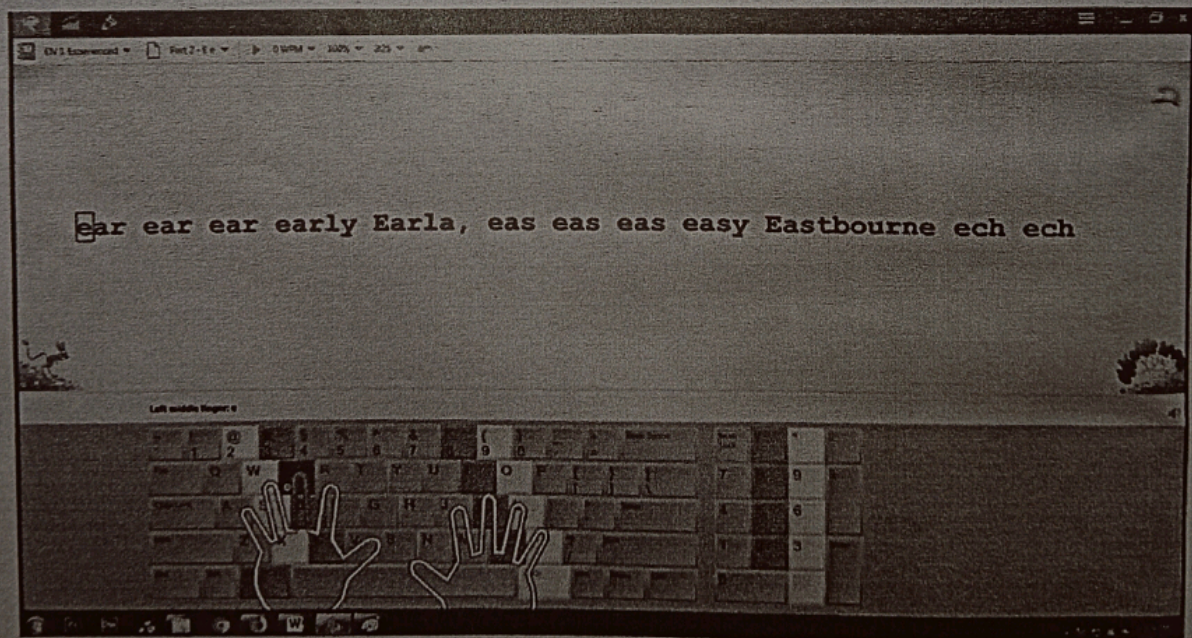
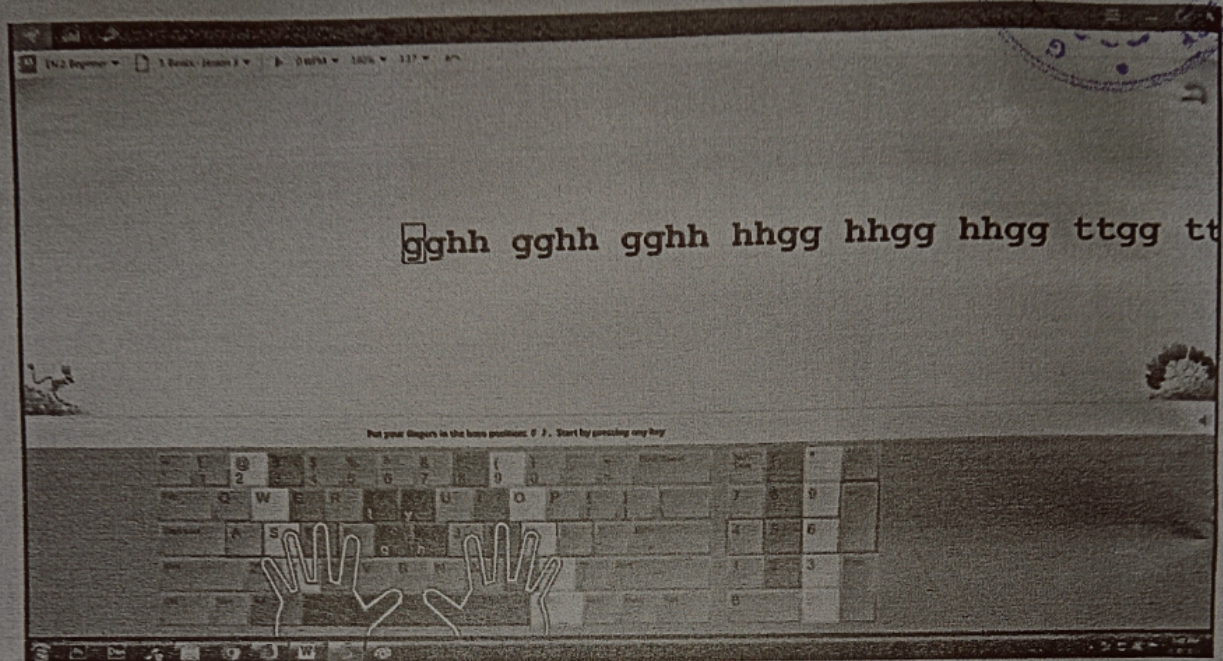
Press Backspace key to erase the characters




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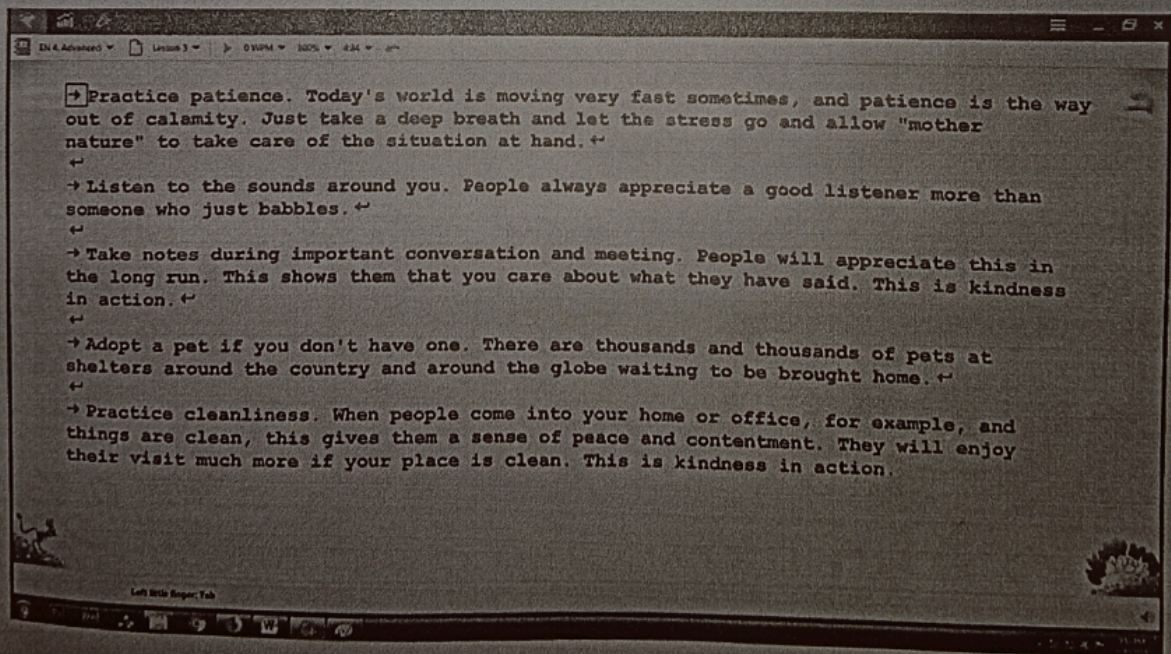
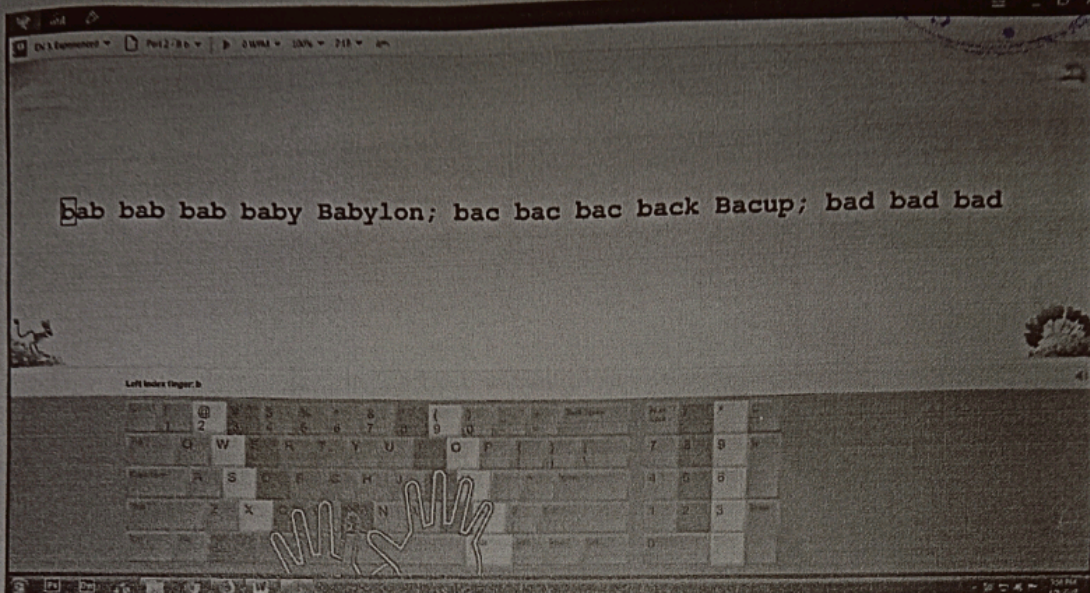


on typing words



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I. Do the Following

- 1) Type Home Row Keys

a s d f l k j a s d f l k j

asa sds fdf lkl kjk jlj fgf hjh aga sgs dfd hlh hkh

- 2) Type Top Row and Bottom Row Keys and Home Row Keys

q w e r p o i u q w e r p o i u q

qwq ere uiu opo upu ioi

z x c v b n m

aza sxs dcd fvf bvb mnm

aq a sws ded frf ftf jyj juj iki olo

- 3) Type Numbers and Symbols and Shift keys

1 2 3 4 5 6 7 8 9 0

! @ # \$ % ^ & * () < > ? { } _ + ~ (using Shift keys)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

(Using Shift keys)

/ ' [] ; - = \ ` . , (Without using shift)

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Department of Commerce

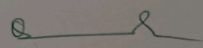
Computer Typing Skill Training Course

For the Academic Year 2021-22



Time Table - Monday to Friday - Time 3:30 to 4:30 Saturday - Time 2:30 to 3:30

Date	01-12-2021	02-12-2021 To 03-12-2021	04-12-2021 To 06-12-2021	07-12-2021 To 08-12-2021	09-12-2021 To 10-12-2021	11-12-2021 To 13-12-2021	14-12-2021 To 15-12-2021	16-12-2021 To 17-12-2021
Topic	Introduction to typing master	Home row keys	Bottom row keys	Numbers and Symbols	Shift, Enter, and Backspace keys	Typing words	Sentences, Paragraph and Letters	Exercises


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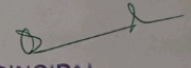
Organized by : Department of Commerce

Month : Dec 2021

[illegible]

19	Kavya N.J	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT	KT
20	Gayatri B.C	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB
21	Chidanandayya C.H	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
22	Irayya G.G	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
23	Shilpa A.L	Ab	Shilpa	Shilpa	Shilpa	Ab	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Ab	Shilpa	Shilpa	Shilpa	Shilpa
24	Uma C.K	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
25	Netravati N.D	Ab	Netravati	Netravati	Netravati	Ab	Netravati	Netravati	Netravati	Netravati	Netravati	Ab	Netravati	Netravati	Netravati	Netravati



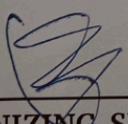

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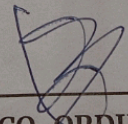
**GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE
FIRST GRADE COLLEGE KALGHATGI - 581204**

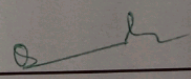
CERTIFICATE

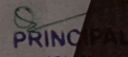


This is to certify that Kumar / Kumariof
B.A/B.Com.....as participated in IQAC initiative Training course / Capacity
Enhancement Scheme onorganized
by Department ofheld at Good News Welfare Society's Arts and Commerce
First Grade College Kalghatgi fromTo.....


ORGANIZING SECRETARY


IQAC CO-ORDINATOR


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Summary Report on – 15 Days Computer Typewriting Skill Training Course:

The 15-day Computer Typewriting skill training course organized by Good News Welfare Society's Arts and Commerce First Grade College in Kalghatgi was held by Department of Commerce from December 1, 2021 to December 18, 2021. The course aimed to equip participants with essential typing skills using the Typing Master software and covered various important topics related to typing.

The course began with an introduction to the Typing Master software, providing participants with a comprehensive understanding of its functionalities and features. Participants were familiarized with the keyboard layout and taught the proper positioning of their hands on the home row keys. Additionally, they were trained on efficiently using the bottom row keys, numbers, and symbols.

Throughout the training, participants learned about essential typing techniques, such as using the shift and enter keys effectively and correcting errors using the backspace key. These techniques are crucial for improving typing speed and accuracy.

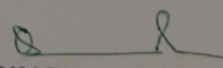
The practical training component of the course involved exercises where participants typed words, sentences, paragraphs, and letters. This hands-on approach allowed them to apply the skills they learned and practice typing in real-world scenarios. The exercises were thoughtfully designed to challenge and enhance participants' typing abilities progressively.

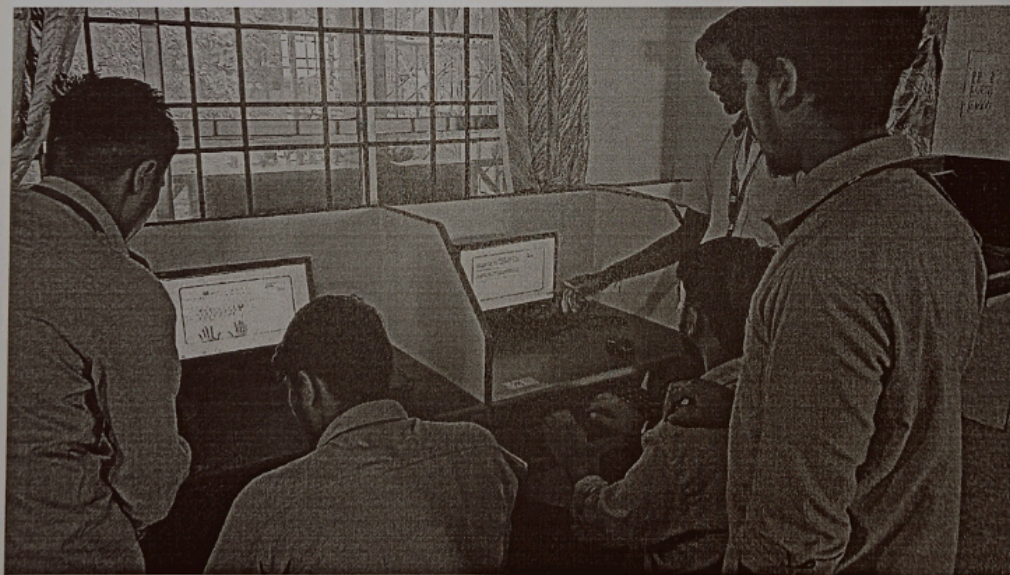
The resource person, Zakiya Soudagar, played a pivotal role in delivering the training effectively. With their expertise and guidance, participants received valuable insights and personalized feedback, ensuring that they made the most out of the course.

Overall, the 15-day Computer Typewriting skill training course proved to be a resounding success, empowering participants with essential typing skills and boosting their productivity in the digital age. The acquired skills are expected to benefit the participants in their academic pursuits, professional endeavors, and day-to-day tasks.

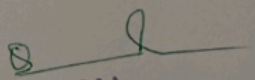
The Good News Welfare Society's Arts and Commerce First Grade College in Kalghatgi deserves commendation for organizing this skill-building initiative, which will undoubtedly have a positive and lasting impact on the participants' lives.

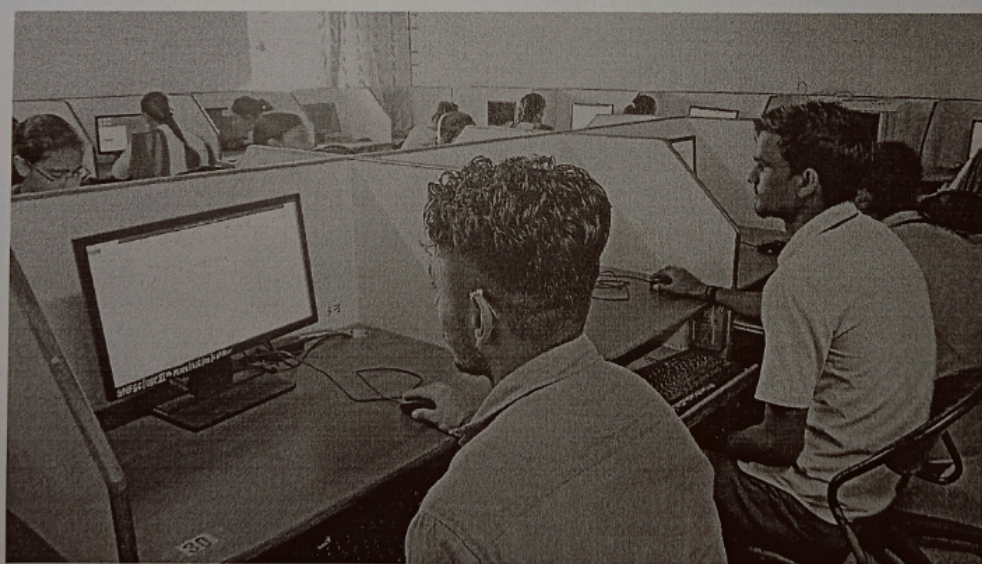
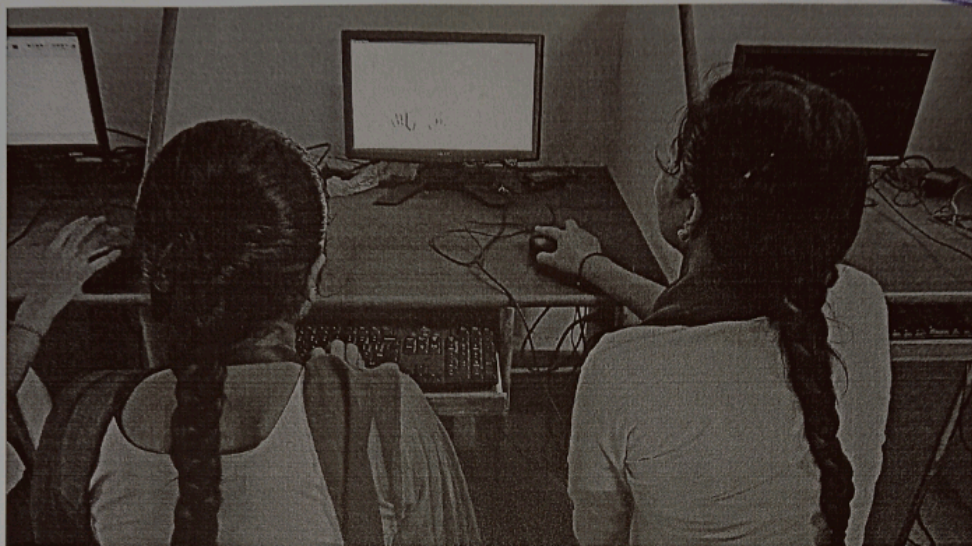



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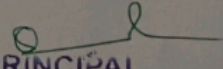


Students typing practice in computer lab


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Students typing practice in computer lab


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