Unit 2: Data Entry and Keyboarding Skills
Chapter: 2 Use Typing Software

Introduction: Typing software helps individuals improve their typing speed, accuracy, and overall efficiency.
These tools typically include: Practice exercises, Typing games, Lessons for finger placement and posture
Benefits: Improved typing fluency, Better communication, Enhanced productivity, Boosted digital literacy

1. Using Typing Software:

Introduction to RapidTyping Tutor

- Free and Open Source Software (FOSS)
- Platform: Windows, Mac
- User-friendly with lessons and statistics
- Download available from the official distribution package

Touch Typing Technique
What is Touch Typing?

- Typing without looking at the keyboard
- Focus on finger memory

Typing Method Stages:
Stage I: Learn to use home row keys (ASDF and JKL;)
Stage II: Learn frequently used letters and common words
Stage III: Practice full keyboard typing

Rules of Touch Typing

- Use correct fingers for each key (color-coded guidance)
- Keep fingers on base position (F & J have small bumps)
- Return fingers to base after each key
- Don’t look at the keyboard
- Apply light pressure while typing
- Use alternate hands to avoid strain

Tips for Learning Touch Typing

- Use all fingers
- Learn slowly, avoid errors
- Maintain consistent rhythm
- Press keys with appropriate force

2. Practice and Learn Typing

Opening RapidTyping

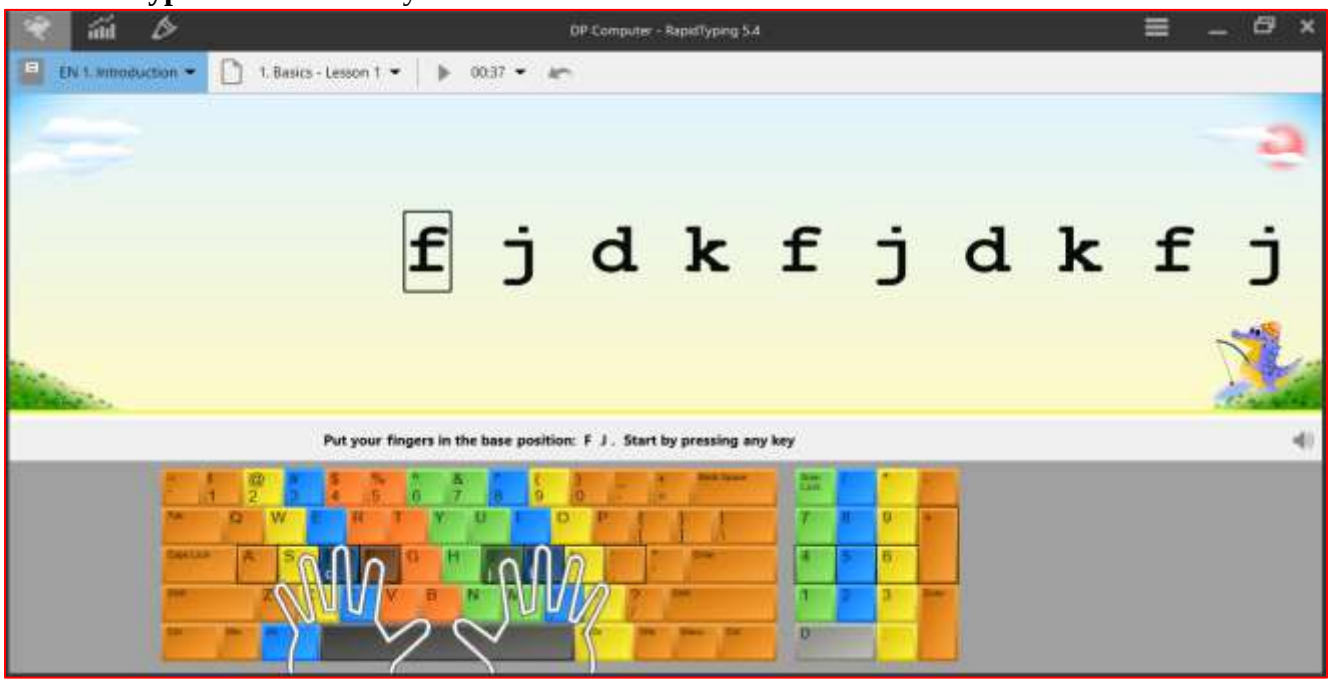
- Launch software
- Configure via Configuration Wizard:

Configuration Option	Details
OS	Windows or Mac
Keyboard	Desktop, Ergonomic, Portable, etc.
No. of Keys	104, 105, 107
Key Type	Flat, High, Big
Numeric Pad	Numeric pad 1, 2, 3 or None

3. Components of RapidTyping Tutor

Interface Elements:

- **Title Bar**: Shows software name and version
- **Current Lesson**: Select lessons
- **Student Statistics**: View typing performance
- **Lesson Control Panel**: Start/Pause/Restart lessons
- **Options**: Software settings
- **Text Panel**: Display area for text
- **Status Bar**: Shows typing progress
- **Sound Control**: Adjust sound and volume
- **Virtual Keypad**: On-screen keyboard



4. Begin Lessons

Steps:

1. Select keyboard layout
2. Pick a level (Beginner to Advanced)
3. Choose category
4. Select specific lesson
5. Start typing using proper finger placement

Lab Assignment 'n' Activity

- Start RapidTyping application
- Explore all components
- Start lessons
- Pause/resume lessons

Background and Text Colour

- Accessed from "Options > Background and text color"
- Allows customization of UI colors

5. Result Interpretation

Evaluation Parameters:

- Overall rating (stars)
- Accuracy

- Keystroke Slowdown

Visuals:

- Green progress: Good speed
- Yellow: Slowdown

6. Student Statistics

View via "Student Statistics" tab:

- **Charts & Tables**: Compare error rates and delays
- **Lesson Statistics Table**: View data per lesson
- **Student Toolbar**: Load/Save/Monitor/Export stats
- **Student Account**: Select active student
- **Property Panel**: Edit student properties

Lesson Editor

To Open:

- Click "Lesson Editor"

Components:

- **Toolbar**: Manage lessons
- **Navigation Tree**: Browse courses
- **Editing Panel**: Edit content
- **Virtual Keyboard**: Show key positions

Begin with Courses

Steps:

1. Go to "Course Menu"
2. Click "Create New Course"
3. Add lessons via "From Library"
4. Customize lesson as needed

Working with Lesson Editor

Add a New Lesson:

1. Click "Lesson Menu"
2. Select "Create New Lesson"
3. Edit and Save

6. Calculating Typing Speed

Speed Metrics:

- **WPM (Words per Minute)**: Total words typed/min
- **CPM (Characters per Minute)**: Total characters typed/min
- **NCPM (Net CPM)**: Correct characters typed/min
- **NWPM (Net WPM)**: Correct words typed/min

Example:

If you typed 200 characters in 2 minutes:

- CPM = 100
- If 20 characters were incorrect, NCPM = 90

Typing Accuracy

Accuracy Formulas:

- Accuracy = (Correct Words / Total Words) × 100
- In Keystrokes: Accuracy = (Correct Keystrokes / Total Keystrokes) × 100
- In Characters: Accuracy = (Correct Characters / Total Characters) × 100

Typing Rhythm

- Measures timing and smoothness
- **Slowdown in Words** = (Slow Words / Total Words) × 100
- **Slowdown in Characters** = (Slow Characters / Total Characters) × 100
- **Slowdown in Keystrokes** = (Slow Keystrokes / Total Keystrokes) × 100

Lab Assignment 'n' Activity (Advanced)

- Calculate WPM, CPM, NCPM
- Analyze Accuracy in Words/Keystrokes
- Count Errors
- Match results with software metrics