Certificate in Computer Typing

Duration : 240 Hrs / 3 Months

- Home Row Keys
- Top-Row Keys
- Bottom-Row Keys
- Fourth-Row Number and Symbol Keys
- Shift Keys
- Enter and Backspace Keys
- Tab and Caps Lock Keys
- Shortcut Keys
- Mastering the Keys
- Skill Drills
- Sentence Repetition
- Paragraph Practice
- Speed Boosters
- Timed Tests
- Business Letters
- Business Memos
- Personal Business Notes
- Business Emails and Email Etiquette
- Resumes
- Application Letters