

Valley Oaks Charter High School

Keyboarding – Mr. Thorpe

After installing the **Typing Instructor CD**, you should create an account. Have your name in the account and avoid any login that does not clearly identify you.

Touch Typist Test

After creating an account, and logging in to the software, take the Touch Typist Test. You'll find it here:

Start the Typing Instructor program. From the Main Menu, go > Practice > Tests.

On the pull-down menu, choose "Touch Typist Test." Choose one, two or three minute test.

When the test is complete, you will need to print your result to turn in with your homework. To do so you will need to return to the "Practice Terminal."

Go > Return.

Printing your test results and your daily practice reports:

From the "Practice Terminal" go > Results > and choose the first top-left button. From this next menu, you can print results from tests and your daily practices. Refine the pull-down menus for what you want to show, and print your results:

Press "Display" From the display page, you can select print to print the page.

Daily Lessons and Practice

From the "Practice Terminal," go > Lessons.

In the pull-down menu, choose the lesson you want to take. Start with the first lesson and continue on successive lessons.

Remember you will need to show that you worked each day for a minimum of 15 minutes each day in the Typing Instructor CD. Be sure to print the results of your tests and of your lessons to bring to class!