



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: INFORMATION PROCESSING

LEVEL: N5

MODULE 1: SPEED AND ACCURACY

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WHAT IS THE PURPOSE OF TYPING TIMED ACCURACY/SPEED TESTS?

- The purpose of accuracy and speed tests is to develop keyboarding skills in order to prepare one to attain keying-in excellence. It is necessary to practise speed to become sought-after competent secretaries. The importance of having a good typing speed enables one to secure a very good position in the work place.

MODULE 1: SPEED AND ACCURACY

page layout for the typing of speed tests

- Page Layout: all margins 2.5 cm/1"
- Paper orientation: A4 Portrait
- Line-spacing: 1.5 or double
- Font: Courier New, 12 pt
- Check spelling after completion of the speed test and correct any errors before saving and printing. (This function will mark incorrect spelling by underlining in red.)

MODULE 1: SPEED AND ACCURACY

TOUCH TYPING

- You must type by touch. This means that you must never look on your hands to find a key.
- With keyboard technique activities you get control of your fingers and learning to make your fingers react as you want them to.