

SECTION



- ★ **Know Your Program Questions**
- ★ **Overview of the Course**
 - ✓ **Importance and Applications of Ten Key Skill**
 - ✓ **Average Data Entry Standards in Industry Today**
 - ✓ **Real Job Applications—DATA ENTRY EMPLOYMENT TESTS**
- ★ **Getting Started**
 - ✓ **Internet Version**
 - ✓ **Network Version**
 - ✓ **Single User Versions**
 - ✓ **Quitting a Session**
- ★ **User Info & Setup**
- ★ **Introduction**
- ★ **Lessons Menu**
 - ✓ **How to Stop a Timing & Start Over**
 - ✓ **Printing Timing Scores**
- ★ **Progress Reports**
- ★ **Grade Reports**
- ★ **Message Center (Internet version only)**

Name _____ ID# _____ Date / / Teacher _____

Fill in the blanks from the reading in the textbook:

1. The primary objective of this course is to teach the numeric keypad by touch (w _____ l _____ at the keys) **(A-3)**.
2. What are the Average Strokes per Hour required to keep a data entry job? _____, _____ **(A-3)**.
3. To quit a session properly, click the S _____ and C _____ button at the top of your timing screen **(A-4)**.
4. U _____ l _____ is the first item on the main menu. This is where you can c _____ your p _____ **(A-5)**.
5. The S _____ includes your name, ID#, and c _____ s _____ **(A-5)**.
6. The I _____ contains information the student needs to be s _____ in the course **(A-5)**.
7. Timings begin automatically when you depress the f _____ key **(A-5)**.
8. Only timings that meet the a _____ s _____ are saved to the P _____ R _____ **(A-5)**.
9. Timings that have too many errors may be r _____ until you meet your speed/accuracy goals **(A-5)**.
10. The N _____ L _____ must be on or numbers won't appear **(A-5)**.
11. L _____ M _____ is where most course work is found. D _____ C _____ to reveal the lessons **(A-6)**.
12. Lessons _____, _____ and _____ are employment tests. D _____ C _____ Employment Tests on the main menu to reveal all three **(A-6)**.
13. To correct a mistake, e _____ your error by d _____ the B _____ k _____ **(A-6)**.
14. To begin again and not wait for the T _____ to end, click the T _____ button and the time will r _____ **(A-6)**.
15. The f _____ column in your Progress Report is your B _____ S _____ column and is used to calculate your f _____ g _____ **(A-7)**.
16. The C _____ G _____ R _____ is a simple a _____ of all your scores in the B _____ S _____ column. This is useful to evaluate your progress **(A-8)**.
17. The F _____ G _____ R _____ is available after a _____ l _____ assigned in the Setup have been completed **(A-8)**.
18. If the Final Grade is not satisfactory, c _____ the P _____ R _____ to see which lessons could be p _____ a _____ to raise the scores **(A-8)**.
19. H _____ s _____ on the P _____ R _____ quite often translates into a h _____ grade **(A-8)**.
20. To **read** a message from your teacher, when you open your d _____ f _____ to practice, the message from your teacher will a _____ a _____ **(A-9)**.
21. To **send** a message to your teacher, click on M _____ C _____ in the main menu. Then click on C _____ M _____. After entering a subject and message, click on the s _____ button **(A-9)**.
22. Always keep your fingers close to the H _____ R _____ which are the _____, _____, _____ keys **(B-2)**.
23. Do N _____ rest your w _____ on the t _____. Keep your a _____, w _____, and knuckles in a straight line. Not doing so may contribute to C _____ T _____ S _____ later, which is very painful and results most often in an operation on your wrist **(B-2)**.

Overview

IMPORTANCE AND APPLICATIONS OF TEN-KEY SKILL

Data Entry skill is the ability to key information into a computer with speed and accuracy. The wide use of computers in business and industry today has created a tremendous number of job opportunities for those skilled in data entry.

The primary objective of this course is to teach the numeric keypad by touch (without looking at the keys) and to help you develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations.

- Data entry employment
- On-line, point-of-sale entries
- Spreadsheet
- Accounting
- Banking
- Insurance
- Other numeric computer-related applications

This skill will easily transfer to the ten-key calculator for those applications in which speed and accuracy on a calculator is necessary.

AVERAGE DATA ENTRY STANDARDS IN INDUSTRY TODAY

Most companies who have specialized data entry departments are interested in both speed and accuracy, and often require experienced employees to maintain an accuracy rate of 99.9%. However, they will hire new employees at 98%+ accuracy, if their speeds are high enough. These speed scales are the most often used:

<u>Strokes Per Hour</u>	<u>Pay Description</u>
11,000	Minimum Job Entry, Probation Must key 12,000 within 30 days.
12,000	Average required to keep job
14,000	Bonus #1 above regular pay
16,000	Bonus #2 above regular pay
18,000	Highest skill—Highest pay!

REAL JOB APPLICATIONS—DATA ENTRY EMPLOYMENT TESTS

Three actual employment tests are included in this course. You are encouraged to practice these tests until you are proficient. The first employment test is an alpha-numeric test used by a well-known temporary help agency to test skills in batch processing. One of the nation's largest credit card corporations is represented by a test used to screen applicants for admittance into their training program. The national bank test represents a large chain of banks in several western states. They employ a large number of data entry people to verify checks and enter customer data. Their test is also used to screen applicants for admittance into their training program. (Names are withheld by request due to a possible conflict of interest with their in-house test programmers.)

Getting Started

Internet Version:

1. Open your Internet browser (i.e. Internet Explorer, Firefox, Safari, etc.)
2. Go to: www.KeyboardingOnline.com.
3. The school login and password is given by your instructor (EPC does not provide login instructions to students, this must be provided by your instructor). Your instructor may have qualification or attendance requirements needed before beginning the online class.
4. Click on the link for your course.
5. (1) Choose your class, (2) Select your name, and (3) Enter your ID/Password, this is different from the login/password used to get into www.KeyboardingOnline.com (your instructor will inform you of your ID/Password). You are now into your course.
6. Click the *Setup* in the main menu to see the course standards. Click on *Introduction* and go through the introduction. Click *Lessons Menu* to take timings.

Digital Download:

1. Do not follow these steps unless told to do so by your instructor. Most instructors will have you use the online version (www.KeyboardingOnline.com). The Digital Download is to help with practice and skill enhancement AFTER your class is over.
2. You will need an online access code to authenticate the digital download (this is the same code that you might have used with www.KeyboardingOnline.com). Each code is valid for **one** [KeyboardingOnline.com](http://www.KeyboardingOnline.com) file and **one** Digital Download data file.
3. Go to www.KeyboardingOnline.com and click on “Download”.
4. Choose the software you wish to download and install.
5. After running the installation program, you will have a shortcut on your desktop. Double click on the shortcut to start your program.
6. After entering in your “Setup” information, your complete program screen will appear.
7. After clicking on “Lessons Menu”, you will be prompted to enter your online access code. Remember: This access code is only good on one digital download file and cannot be re-used on another digital download.
8. If you do not have an online access code on the easel of this book, you may also purchase a code at: store.KeyboardingOnline.com.

User Info & Setup

The **User Info** icon button is found in the blue area of the main screen (Internet version only). This screen is where you can change your password. The next icon button is **Setup**. This includes your name, ID#, and course standards. If you have a single user version or network version, you will have to enter the standards—you might consider following the examples on the screen or use those given by your instructor. If you have the Internet version, the course standards have been entered for you by your instructor.

The following information is included in the **Setup**:

- ★ **Your name**
- ★ **Your ID#.** You may enter from 1-15 characters. Your Student ID number is a common number.
- ★ **The Accuracy Rate.** To appear on the Progress Report, timings will have to meet the accuracy standard. You may take the timings as many times as necessary to meet your speed and accuracy goals.
- ★ **Enter the percentage that the Best Speed from each of the lessons are of the total grade.** Your instructor will probably want some lessons to be a greater percentage of the final grade than others. Enter a “0” for any lessons to be omitted. *The total of all the percentages in the “% of Grade” column must equal 100%.*
- ★ **Enter the Grading Scale** for the overall weighted strokes per hour.

Introduction

The **INTRODUCTION** icon button is in the blue area of the main screen and contains information the student needs to be successful in the course:

- How to gain speed and accuracy
- Correct finger position
- Function of NUM LOCK and arrow keys
- A 15-second practice timing

The 30-second practice timing teaches students:

- Timings begin automatically when you depress the first key.*
- Only timings that meet the accuracy standard will be saved to the Progress Report.*
- Timings that have too many errors may be retaken until you meet your speed/accuracy goals.*
- The Num Lock must stay on or numbers won't appear.*

Lessons Menu

The **Lessons** menu is where the majority of course work is found. Click the colorful icon titled **Lessons** to reveal all the lessons (green area of main screen). Click on the lesson desired and it will appear on the right side of the screen. The data to enter is in the textbook.

Three Employment Tests

All employment tests, with test information and directions, are found in Section C. These lessons are accessed by clicking on **Employment Tests** icon button in green area of the main screen, and are numbered 1-3. These are actual employment tests and you are encouraged to practice them and become proficient. Those who have done a lot of data entry, those you compete with for jobs, are good at these tests.

Correction

Correcting Mistakes—*If you make a mistake as you key in a number, erase your error by depressing the backspace key.* If you have already pressed the Enter key, it is too late. Correcting errors can slow down your speed considerably; you may want to start over.

How To Stop a Timing and Start Over

Any time you want to begin again and not wait for the Timer to run out, click the TIMER button with your mouse—the time will reset. Your lesson screen will be cleared and ready for a new timing.

Printing Timing Scores

Note the printer icon on the toolbar in your software. Anytime you want a printout of a timing, click the printer icon.

Optional Timings

There are six additional lessons in Section D. These are accessed by selecting **Optional** on the drop down menu of the **Lessons** button and then clicking on the **Lessons** button. Optional timings can be assigned just as the other lessons.

Progress Report

The **Progress Report** contains your best scores that meet the accuracy standard. *You may see your accuracy rate by clicking on **Setup** on the main menu, and clicking on the accuracy tab.*

The first column, the *Best Speed* column, is used by the **Final Grade Report** to calculate your final grade. Check with your teacher to see how many practice scores are required for each lesson—some teachers may want to see scores in all five columns.

Ten Key Mastery—Progress Report

Name: Cassandra Ping

ID#: 123

Date: 02/19/20xx

10:55 AM

<u>Lesson</u>	<u>Best Speed</u>	<u>2nd Speed</u>	<u>3rd Speed</u>	<u>4th Speed</u>	<u>5th Speed</u>
1	13680/100.0	13320/100.0	12960/ 98.6	12420/100.0	12230/ 98.5
2	13620/ 98.2	133440/100.0	13200/100.0	12540/ 98.1	11820/ 98.0
3	13140/100.0	12420/100.0	12300/ 98.6	11700/100.0	11520/100.0
4	12960/100.0	12720/100.0	12720/ 98.1	12540/ 98.1	12540/ 98.1
5	14640/100.0	14400/100.0	13740/ 98.3	13440/100.0	12480/100.0
6	13320/100.0	12060/100.0	12060/100.0	11700/100.0	10860/ 98.3
7	12960/100.0	12720/100.0	12240/100.0	11040/100.0	11040/100.0
8	12240/100.0	1200/100.0	9600/100.0	8880/100.0	7200/100.0
9	13200/100.0	13200/100.0	12720/ 98.1	12060/ 98.0	12000/100.0
10	12320/ 99.2	12320/ 99.2	11820/ 99.2	11000/100.0	10900/100.0
11	14040/100.0	13680/100.0	12720/ 98.6	12420/100.0	11940/ 98.5
12	12960/100.0	12960/ 98.1	12960/100.0	11520/100.0	10800/100.0
13	12960/100.0	12960/100.0	12720/100.0	12480/ 98.1	1200/100.0
14	14040/100.0	13740/ 98.7	13320/ 98.6	13020/ 98.6	12840/ 98.6
15	13680/100.0	13620/ 98.2	13440/100.0	12960/ 98.1	12480/100.0
16	15420/100.0	14700/ 98.4	14160/100.0	13740/ 98.3	12960/ 98.1
17	14760/100.0	13920/ 98.7	13560/98.7	13500/100.0	13140/100.0
18	13440/100.0	13260/ 98.2	12960/100.0	12960/100.0	12300/ 98.1
19	13740/ 98.3	13440/100.0	13200/100.0	12540/ 98.1	1200/100.0
20	12200/ 99.2	12100/ 99.2	1200/100.0	11700/100.0	10900/ 99.1
21	13860/100.0	13320/100.0	12780/ 98.6	12600/100.0	11160/100.0
22	13680/100.0	13440/100.0	12720/ 98.1	12240/100.0	12060/ 98.0
23	13100/100.0	11600/100.0	11320/ 99.1	11200/ 99.1	9700/100.0
24	13128/ 99.0	12552/ 98.4	12348/ 98.4	12168/ 99.5	12036/ 98.9
25	10608/100.0	9588/100.0	9444/100.0	9156/100.0	9096/100.0
26	10360/ 98.6	9900/100.0	9900/100.0	9400/ 98.5	9220/ 98.8
27	10572/ 98.0	14760/100.0	13620/ 98.7	11160/ 98.4	9540/100.0
Optional Timings					
1	0/0	0/0	0/0	0/0	0/0
2	0/0	0/0	0/0	0/0	0/0
3	0/0	0/0	0/0	0/0	0/0
4	0/0	0/0	0/0	0/0	0/0
5	0/0	0/0	0/0	0/0	0/0
6	0/0	0/0	0/0	0/0	0/0

Grade Reports

The **Current Grade Report** is a simple average of all your scores in the Best Speed column. It gives you an approximate idea of your average speed.

Ten Key Mastery—Current Grade Report

Name: Riggs Ellsworth **Time:** 2:55 PM **Date:** 02/07/20—

Grading Scale
 12000+ = A
 10000 = B
 8000 = C
 6000 = D
 Below = F

Your **AVERAGE *UNWEIGHTED*** KSPH SCORE is: 13480
 This grade report is the average of 5 completed lessons.

The **Final Grade Report** is available after all lessons assigned in the **Setup** have been completed. The Final Grade Report weights the Best Speed lesson scores according to the course standards in the Setup, and assigns a grade to the overall average weighted speed. *If the grade is not satisfactory, check the Progress Report to see which lessons could be practiced again to raise the scores.* Higher scores on the Progress Report quite often translates into a higher grade.

Ten Key Mastery—Evaluation and Grade Report

Name: Riggs Ellsworth ****Final Timing Grade:** A
ID: 123 **Total Weighted KSPH:** 12444
Time: 10:37 am ****All lessons assigned in the SETUP must be completed before a final grade will appear.**
Date: 01/18/20—

Acceptable Accuracy Rate: 98.0% **Grading Scale**
 12000+ = A
 10000 = B
 8000 = C
 6000 = D
 Below = F

Section	Avg. Score	X	Weight	=	KSPH Score
1-22 Learning Numbers	13480	X	30%	=	4044
23 3-Minute Mixed	13100	X	20%	=	2620
24 5-Minute Mixed	13128	X	20%	=	2626
25 Temporary Help	10608	X	10%	=	1061
26 Credit Card Test	10360	X	10%	=	1036
27 National Bank Test	10572	X	10%	=	1057
O-1 Optional Timing 1	0	X	0%	=	0
O-2 Optional Timing 2	0	X	0%	=	0
O-3 Optional Timing 3	0	X	0%	=	0
O-4 Optional Timing 4	0	X	0%	=	0
O-5 Optional Timing 5	0	X	0%	=	0
O-6 Optional Timing 6	0	X	0%	=	0
Total Score:					12444

Message Center (Internet version only)

Your instructor can use the Message Center to send messages and receive messages from students.

To read a message from the instructor:

New messages from your instructor will automatically appear when you open your data file. You can also access received messages, or compose a new message to your instructor, by going directly to the Message Center.

To send a message from the instructor:

Click on the Message Center in the main menu, and then click Compose Message. After typing a subject and message, click on the send button. This will automatically send your message to the class inbox in your instructor's Message Center.

SECTION

- **Tips for Students**
- **Tips for the Instructor**
- **Lessons**

Tips for Students



Image of correct hand position.

- Always keep your fingers close to the Home Row, the 4 5 6 keys.
- **DO NOT REST YOUR WRIST ON THE TABLE**—keep your arms, wrists, and knuckles in a straight line. Tense, rigid, fingers with wrist resting downward on the table creates a “v” shape from the arm to the fingers and may contribute to repetitive injury problems later in life.
- RELAX! Keep your fingers relaxed, and lightly depress the keys. Do not mash them—tap them as if they were hot.
- Key in with steady, even keystrokes.
- Do not work longer than 1 1/2 hours at a time. Frequent, shorter periods are more productive.

Tips for Instructors

1. Be sure and review the Internet version of *Ten Key Mastery* which is a complete 100% web enabled version with all the same functions and features. Using the Internet version of *Ten Key Mastery*, the instructor can easily monitor their students' work (up-to-the-minute progress and grade reports are viewable within any web browser). Students can complete their work anywhere they have Internet access—home, lab, classroom, work, etc. All work is saved remotely to EPC's servers.
2. The accuracy rate applies to all the lessons. Rates should not be changed from one lesson to another.
3. This software has been designed for the “busy” classroom, or the hearing-impaired students. At the end of each exercise, the whole perimeter of the screen blinks on and off. This visual warning can easily be seen with a student's peripheral vision whether the textbook is to the left or right of the computer.
4. Students can redo lessons (if time permits). The software always saves the top five scores that meet the accuracy rate, and uses the top score for grading purposes.
5. The Bank Employment test is a 10-minute timing. A counter showing the keystrokes per hour and the accuracy rate is included on the screen to help students decide whether to keep going or start over. After about 5 minutes, the keystrokes per hour should be a reasonable speed and the accuracy % shouldn't be more than 1% lower than the accuracy standard assigned in the SETUP. If the accuracy rate is too low after 5 minutes, the student should begin over. The employment tests can be quite demanding and time consuming.
6. Sample syllabi, demos, and teaching helps are available on the Tutorials and Demo pages at www.KeyboardingOnline.com.