

The fastest way to improve your typing skills!

# Typing

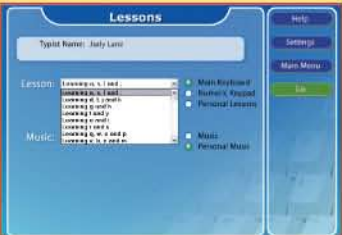
QUICK & EASY™



Improving your typing is as easy as 1-2-3

1

## Build Basic Typing Skills



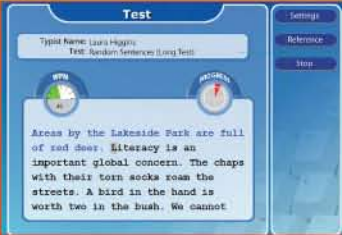
Type a lesson with or without the on-screen guide-hands and determine your WPM and accuracy.



Use the next step of the Typing Plan or select from the Lesson list.

2

## Improve Speed and Accuracy with Tests and Results



Use timed or untimed test material designed to reinforce your lessons.

Examine your personal results to adjust your learning steps.

3

## Articles and Games Keep You Practicing



## FEATURES

### PLANS

- Built-in Typing Plans
- Proven suggested "Next Step" plans for faster learning

### LESSONS

- Structured "Touch Typing" content
- 10-key content included
- Over 50 choices of music
- Guide-hands for split and standard keyboard
- Turn Guide-hands off for "no look" learning

### TESTS

- A wide variety of test material
- Timed tests
- Advancement levels tested
- Colorful photos and music

### SAVED RESULTS AND PROGRESS

- Instant feedback on WPM and accuracy
- Results of all activities are saved
- Progress reports by key, finger, hand, and row
- Bar, line, and stacked graphs
- Printable results and Certificates of Achievement

### PRACTICE MATERIAL

- Over 250 practice articles on a variety of topics
- Includes "Children's Classics" – a section for all ages

### GAMES

- Eight high-quality typing games to challenge your skills
- Beginner, Learned Keys, and Advanced levels
- Keyboard and 10-key challenges

### PERSONALIZE

- Create your own Typing Plans
- Create your own lessons and tests
- Add you own music
- Import or create Personal Magazine Articles

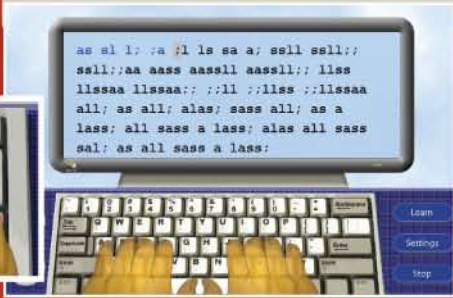


# Award-winning typing techniques improve your speed and accuracy!

The ultimate typing teacher! By combining effective instructional techniques with easy-to-use menus, you'll learn touch-typing quickly and easily. *Typing Quick & Easy* also adds fun and challenge to the process of learning to type with timed tests, eight exciting typing games, and interesting articles for practice.

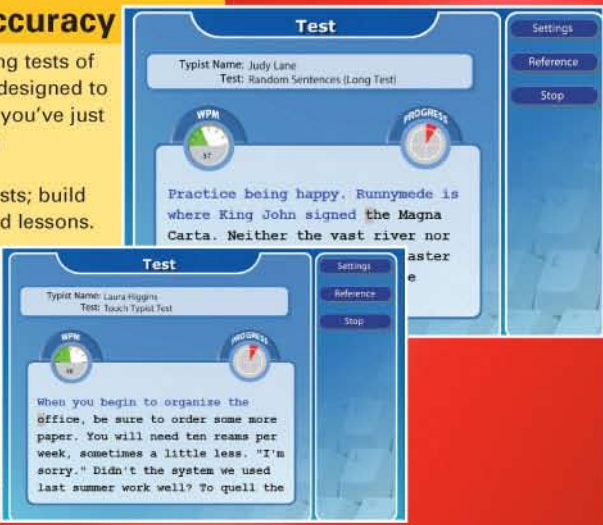
## Learn to Touch Type

- Start by selecting or testing your skill level – Typing Quick and Easy automatically suggests the right lessons for you, whether you're a beginner or you just need to sharpen your skills.
- Learn the correct finger-to-key positioning and begin typing without looking at the keys - includes positioning for both the standard and split keyboards and the (10-key) keypad.
- Proven touch-typing teaching methods incorporate double key-stroking, instant feedback, and a "step-by-step" educational design.
- Watch your WPM increase as you type and use music to develop your typing rhythm.



## Increase Speed and Accuracy

- Build speed and accuracy through typing tests of varying length and difficulty. Tests are designed to measure your new skills with the keys you've just learned or to help you increase skills in specific areas.
- Build your speed with timed typing tests; build your stamina with non-timed tests and lessons.
- Choose from a variety of tests including random words, complete sentences, or other specially designed tests.
- Assess your level of advancement using tests such as the Expert Touch Typist Test.
- Create your own lessons and tests using your own material.



## Improve Using Results and Feedback

After you complete any of the typing lessons, tests, or articles, you get immediate feedback on your speed (WPM) and accuracy percentage. Each result is saved for your further review.

- View or print results to assess strong and weak areas.
- Examine all or a portion of your saved results to determine speed and accuracy trends.
- Assess specific key-stroking data by hand, finger, row or even key.



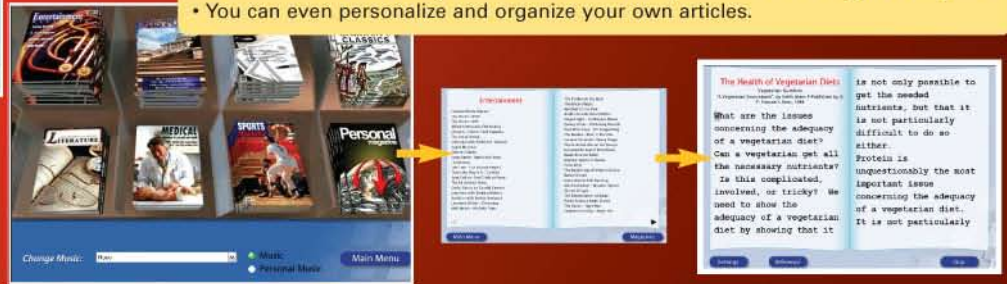
## Fun Adds to the Learning Experience

Eight exciting typing games challenge you to improve your typing skills.



## Interesting Articles Keep You Practicing

- Magazines offer a variety of articles and short stories.
- With over 250 interesting articles to choose from, there is something for everyone.
- You can even personalize and organize your own articles.



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\*Quotes and awards may refer to previous Typing Instructor programs. This version of Typing Quick & Easy was created using the same methods and technologies.

Toll-Free Technical Support: (800) 331-3313 or [www.individualsoftware.com/support](http://www.individualsoftware.com/support)



## SYSTEM REQUIREMENTS

- Pentium® class PC or higher
- Microsoft® Windows® Vista, XP, or 2000
- CD-ROM Drive
- 250 MB Hard Drive Space Available
- Sound Card
- Speakers or Headphones
- Mouse
- 800 x 600, 16 Bit or higher display

