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Quick Easy Steps to Improve your Typing Speed

by Nancy Higgins

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Are you a typing rookie? Does your amateurish typing leave a lot to be desired? Do you feel too embarrassed to have a go at your computer in front of a room full of colleagues? Does your typing efficiency often cost you valuable hours in productivity?

If your answer to any or all of the above questions is yes, then now is the time to start working on improving your typing efficiency.

Typing is an important career skill. Your paycheck may not depend on how fast you type, but that doesn't mean you can get away with one-finger typing. From computer programming to writing; from office administration to teaching â€“ no matter which profession you're in, you will be spending a lot of your time banging away on your keyboard.

So, how does one go from being keyboard-challenged to becoming a typing whiz? Here are some quick and easy steps to improve your typing speed.

1. Assess you current typing skills: Before you start working on your typing efficiency, it may be a good idea to assess your current skills. It's possible that you may be underestimating or overestimating your typing speed. The standard unit of measure for assessing typing speed is words per minute or WPM. It measures the number of words you can correctly type in a minute. You can take a WPM test on the World Wide Web. Your score will provide you a fair idea about how much effort you need to put in to reach your desired WPM speed.

2. Learn the correct technique: Now anyone can create an impression of typing furiously on the keyboard, but the question you need to ask yourself is, â€œam I doing it right?â€• It's important to learn the correct technique of typing and understand that there are no two ways of doing it. Your fingers have to be positioned on home row keys and they should be able to move cleanly and gracefully over the keyboard.

3. Resist the urge to look: It's going to be tough in the beginning, but no matter how hard it is, resist the urge to look at the keyboard. It will only slow you down and keep you from perfecting the correct technique of typing. The trick is to let your mind, and not your vision, guide your fingers to the correct keys on the keyboard.

4. Invest in a learning software: If you really want to master the art of typing quickly, you may want to consider investing in a learning software. Software applications like Mavis Beacon Teaches Typing are regularly used by individuals interesting in learning touch typing. If you're not too keen on spending money on a learning software, make use of the free typing tutorials available on the Internet.

5. Practice hard: It's true what they say â€“ practice does make perfect. So, make peace with the fact that from now on, every free waking moment (well, not every) must be spent in the company of your keyboard. The more you practice, the better you're going to get and that I can guarantee. Make your practice sessions more interesting by playing interactive typing games. You will find tons of these games on the Internet. You can also write emails, chat with your friends over IM, and participate in online discussion forums to improve your typing.

6. Get comfortable: Make sure your posture is right when you practice typing. If you slouch too much over the keyboard, you will get fatigued and it will only delay your progress. Sit up straight with your back upright and your eyes firmly fixed on the computer screen. A nice ergonomic chair may help your posture. Also, make sure you don't practice in areas that have poor lighting or ventilation.

7. Take free typing tests: When you learn typing, it's a good practice to track your progress. Take a free typing test from time to time to find out your WPM score. You'll find many websites that offer these tests absolutely free of cost. Nothing will act as a bigger motivating factor than watching your WPM score creep up gradually, but surely!

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Nancy Higgins - About Author:

Nancy is a 36-year old stay at home mom of two. She worked as a medical assistant for five years before taking a break to be with her children. Her experience as a medical assistant gave her valuable insights in to the a Medical transcription industry, which she likes to share with others through her writing. a Medical transcription training often finds mention in her writings. Being an SAHM, Nancy is a huge exponent of vocational training programs that provide women like her the power to be their own boss.
Her other interests include gardening and baking. She stays with her husband and two daughters.

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