CONCEPT

Touch Typing and Data Entry Skills: Speed, Accuracy and Numeric Keypad Entry

13 – 17 September 2027
London - Central London four-star



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Introduction:

Touch typing and data entry skills decide how quickly records, letters and forms move through an office, and how many keying errors reach invoices, registers and reports. Staff who look at the keys, use two fingers or re-key figures without checks lose hours each week and pass mistakes downstream. This Core Concept course rebuilds keyboard technique on Arabic and English layouts, then applies it to numeric keypad work, form-based keying, validation checks and document formatting. Participants finish with a Timed Typing and Data-Entry Assessment Record and a Personal Keyboarding Improvement Plan.

Course Objectives:

- Type Arabic and English text by touch from the home row, keeping eyes on the source copy rather than the keys
- Measure gross WPM, net WPM, error rate and keystrokes per hour and use the results to target weak keys
- Key figures, codes and dates on the numeric keypad from source documents and forms with verified accuracy
- Apply field validation rules, double-keying and batch control totals to detect and correct keying errors
- Navigate, edit and format documents with keyboard shortcuts, styles and templates instead of the mouse
- Proofread keyed text and records on screen and set up a workstation posture that sustains long keying sessions

Target Audience:

- Data entry operators who key customer, supplier and transaction records into business systems
- Secretarial and executive assistant staff who type correspondence, minutes and reports in two languages
- Clerical staff in finance, HR, procurement and records units who transcribe forms and registers
- Front office and coordination staff who log requests, bookings and case notes during calls
- Administrative assistants who prepare letters, memos and forms from handwritten or scanned drafts

Course Outline:

Day 1: Keyboard Foundations and Baseline Speed Test

- Baseline Typing Test: Gross WPM, Net WPM and Error Count
- Hunt-and-Peck Versus Touch Typing: Habits Audit and Self-Recording
- English Layout Home Row ASDF JKL and Index Finger Locator Bumps
- Arabic Layout Home Row and Switching Between Input Languages
- Finger-to-Key Column Map and Return-to-Home Discipline

Day 2: Keying Technique, Speed Measures and Drill Methods

- Five-Keystroke Word Standard and Net WPM Calculation
- Top Row, Bottom Row and Shift Key Reach Drills in Both Scripts
- Weak-Key Analysis From Error Logs and Targeted Repetition Sets
- Rhythm Typing, Common Letter Clusters and Frequent Arabic Word Drills
- Accuracy-First Pacing: Error Ceiling Before Speed Targets

Day 3: Numeric Keypad and Form-Based Data Entry

- Ten-Key Numeric Keypad Home Position and Keystrokes per Hour Measure
- Keying Amounts, Account Codes, Dates and Reference Numbers From Source Documents
- Source Document Handling: Copy Holder Placement, Line Guides and Field Order
- Form and Screen Field Tabbing, Drop-Down Selection and Mandatory Field Entry
- Transcribing Handwritten, Printed and Scanned Forms With OCR Output Review

Day 4: Error Control, Keyboard Shortcuts and Document Productivity

- Field Validation Rules: Format Masks, Range Checks and Check Digits
- Double-Keying Verification, Batch Control Totals and Hash Totals
- Text Navigation and Selection Shortcuts: Word, Line, Paragraph and Document Jumps
- Styles, Quick Parts, Letter and Memo Templates for Fast Formatting
- On-Screen Proofreading Passes: Read-Aloud, Zoom and Figure-by-Figure Comparison

Day 5: Timed Assessment Lab and Personal Improvement Plan

- Neutral Wrist, Forearm and Monitor Height Set-Up for Long Keying Sessions
- Timed Bilingual Transcription Test With Net WPM Scoring
- Timed Numeric and Form Data-Entry Test With Error Rate Scoring
- Assessment Record Review Against Day 1 Baseline Scores
- Personal Keyboarding Improvement Plan With Weekly Practice Targets

Skills You Will Gain:

- Touch Typing in Arabic and English
- Numeric Keypad Data Entry
- Keying Accuracy Control
- Double-Entry Verification
- Keyboard Shortcut Navigation
- Template-Based Document Formatting
- On-Screen Proofreading
- Keyboard Workstation Set-Up

Why Attend This Course:

- Leave with a Timed Typing and Data-Entry Assessment Record that shows measured net WPM, keystrokes per hour and error rate before and after the course
- Stop looking at the keys and switch between Arabic and English text without losing pace
- Catch transposed digits and missing fields before records reach invoices, registers and reports
- Follow a Personal Keyboarding Improvement Plan with practice targets set from your own weak keys

Conclusion:

Keying speed only has value when the text and figures are right the first time. The course starts from a measured baseline, rebuilds home row technique on both keyboard layouts and adds numeric keypad entry from real source documents and forms. It then introduces validation rules, double-keying, shortcuts, templates and on-screen proofreading, and closes with timed transcription and data-entry tests. Participants compare their results with the baseline and leave with a Personal Keyboarding Improvement Plan for continued practice.