

PENANG SANGAM HIGH SCHOOL

YEAR 9

OFFICE TECHNOLOGY

WORKSHEET 11

LESSON NOTES AND ACTIVITY

STRAND	OT 9.2 Computer Concepts and Skills
SUB-STRAND	OT 9.2.3 Document Processing
LEARNING OUTCOME	<ul style="list-style-type: none">• Explain the importance of accuracy and speed.• List the 6 steps of accuracy and speed.

SPEED AND ACCURACY

- Accuracy is typing without any errors.
- Speed refers to the time taken in typing.
- Accuracy and speed in typing are both desirable, but accuracy is essential.
- Confidence and the power of concentration are needed and will help you to reach a high speed.
- Typing is a skill that is used in many career paths, so improving your speed might be a necessity if you want to be more proficient in your job.
- Increasing your typing speed is something that can be done on your own or with proper training, but whatever you decide; learning how to improve typing speed must be ongoing in order to maintain your skill.

Steps for accuracy and speed

1. Type with both your hands, as this is the best way to ensure a fast typing speed.
2. Using the home row keys is a typing technique designed for a reason and is worth learning. Home keys are A, S, D, and F for the left hand fingers and J, K, L, and ; for the right hand fingers.
3. Sit with a good posture so that you are comfortable and can focus on better typing speed and accuracy. Being comfortable will also ensure that you are able to type for longer periods.
4. Practice typing as often as possible so that you are familiar with the layout of the typing keys.
5. Make a point of not looking at the keyboard while you are typing.

6. Take advantage of typing-speed tests on a regular basis. You can find many free tests online. If you take these tests frequently you can not only improve your skill but you can take note of your own progression.

SPEED CALCULATION

Number of Words/time - Number of Errors = Net Speed

Proof reading – checking your work for errors or mistakes

Activity

1. State the best way of fast typing?

2. Differentiate between accuracy and speed.

3. How one can identify errors while typing?

4. How you can improve accuracy and speed while typing

THE END 😊