



MicroType Multimedia (MTMM)

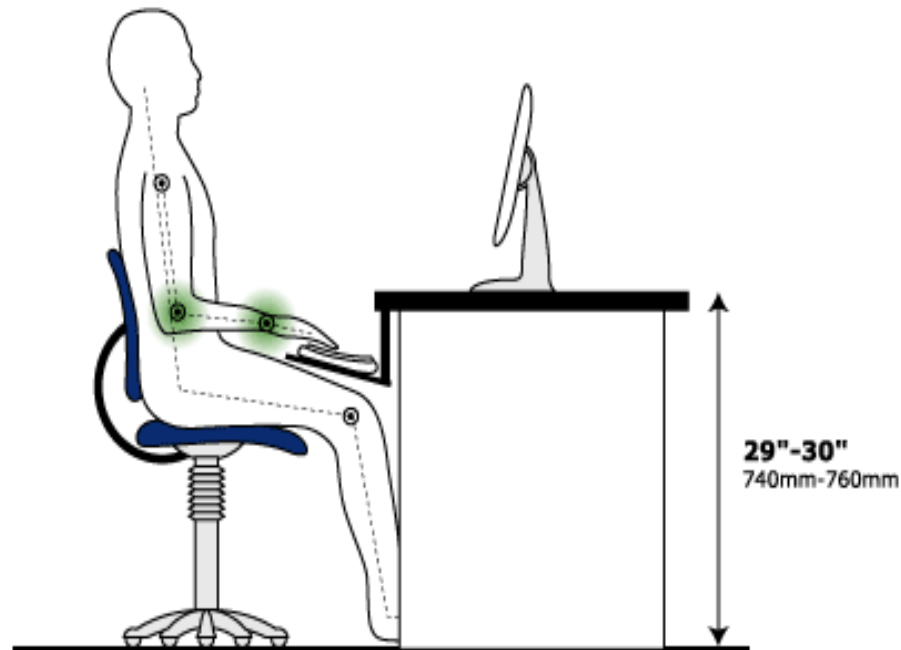
This is your **LEARN - TO - TYPE** program

30 % of your mark **Change your MTMM password and PROTECT it!**

Starting Next Week
30-45 minutes per day for 3 weeks

Then 15 minutes per day, every day
at the start of class.

Proper Keyboarding Posture



All practice requires that you use this body positioning.
EYES must be on the screen or text

TOUCH TYPING Fingering





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Course Minimum Keyboarding Speed requirements:

An average speed of 35 WAM based on 3
minute speed timings

Speed Timings will begin about 1 month into the
course



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Complete Lesson 1
in the Alphabet Keyboarding Section

When you get to the end of the lesson,
PRINT and SUBMIT the report