



## Project #1

A big part of proficiency with a computer is being able to touch-type with relative speed and accuracy.

- If you do not already know how to touch-type (type without looking at the keyboard), find a good typing textbook or software tutorial (Mavis Beacon and Typing Instructor are a couple of good programs – usually available at the public library). Work through the lessons until you are able type-touch. (I have one copy of Typing Instructor on CD-ROM that I would be happy to loan on a first-come, first-served basis. Please let me know if you would like to borrow it.)
- When you are ready to demonstrate your proficiency, go to [http://www.powertyping.com/typing\\_test/typing\\_test.shtml](http://www.powertyping.com/typing_test/typing_test.shtml) and take a typing test. Note that there are several tests to choose from. You are given the option to use a test with one space between sentences or two. Use whichever one you feel most comfortable with. You may take tests more than once. If there is a different test that you would prefer to use (such as one that is a part of your typing tutorial program), please check with me before you use it.
- As soon as you have a typing test result you are happy with, do a screen capture of the results (Ctl + PrtScn will put a copy of your screen in your computer's memory) and paste that image (Ctl + V) into a document or directly into an email and send to: homework@wanvigs.net with your name and "Project #1" in the subject line.
- This project is due by Tuesday, May 22<sup>nd</sup>.

This project is worth up to a total of 40 points, based on your typing wpm (words per minute) with a maximum of one mistake per minute. Points will be awarded as follows:

35+ wpm – 40 pts.

30-34 wpm – 35 pts.

25-29 wpm – 30 pts.

20-24 wpm – 25 pts.

15-19 wpm – 20 pts.

10-14 wpm – 15 pts.

Below 10 wpm – 0 pts.

Each mistake above one per minute results in a 2-point deduction.