

Module 1

Introduction to Computers & Typing Basics

- Basics of computer hardware & software
- Operating systems (Windows/Linux)
- Importance of typing in jobs
- Home row keys & finger placement
- Posture & ergonomics while typing

Module 2

English Typing

- Goal: **35–40 WPM with 90–95% accuracy**
- Home row, top row, bottom row practice
- Typing common words & phrases
- Paragraph typing practice
- Punctuation & number typing
- Speed building techniques
- Weekly typing tests using Typing Master, Rapid Typing, Key Blaze, MS Word

Module 3

Regional Language Typing

- Goal: **25–30 WPM with 95% accuracy**
- Languages: Hindi, Marathi, Bengali, Gujarati, Tamil, Telugu, Kannada, Malayalam
- Tools: Akruti, ISM V6, Bangla Word, Google Input Tools
- Fonts: Kruti Dev, Shree Lipi, Unicode
- Keyboard layouts: IN script, Phonetic, Typewriter
- Practice: Government forms, letters, translation-based typing

Module 4

Typing in MS Word & Excel

- Basic formatting (bold, italics, alignment)
- Typing & editing documents
- Tables & lists preparation
- Numerical typing in Excel

Module 5

Accuracy Development

- Daily timed typing practice
- Error detection & correction
- Mock typing tests with evaluation
- Online typing portal practice

Module 6

Evaluation & Examination

English typing speed test: **Minimum 35 WPM**

Regional typing speed test: **Minimum 25 WPM**

Accuracy: **At least 90%** in both languages

Practical typing test in Word & Excel

Final exam covering speed, accuracy, formatting