TypingTutor.Online
Learn Touch Typing Like a Pro

A SHORT GUIDE FOR STUDENTS & TEACHERS

Learn typing. Build confidence.

Your English typing learning booklet

Why learn typing? • Keyboard & hands • Practice exercises
Learning time • Accuracy & speed • Your online learning route

Read in a few minutes. Practise a little each day.

Eight colourful pages to help you begin.
For a standard English QWERTY keyboard. Adapt the method to your needs.

KEEP PRACTISING AFTER THIS BOOKLET
7-day starter plan • 30-day tracker • typingtutor.online/start/

01 / A SKILL FOR DIGITAL LIFE

Why learn typing?

Touch typing means finding keys through familiar movements rather than searching for every letter.

Make everyday technology easier

Use the keyboard for emails, assignments, forms, messages and research notes. As key locations become familiar, you can spend less attention searching and more attention on what you want to say.

Benefits beyond a speed score

Accurate typing can reduce corrections, make document editing smoother and build keyboard confidence. It supports computer work, coding and online learning. It does not replace good ideas, subject knowledge or careful checking.

A simple time-saving example

Copying 500 standardised words at 25 WPM takes 20 minutes; at 50 WPM it takes 10. This is pure typing time. Reading, thinking, editing and checking still take time.

How much time should a beginner allow?

Try 10-15 focused minutes per day, shortened when needed. Learn a few keys at a time. In your first sessions, aim to understand the home row and type it accurately. Allow several weeks of regular practice to build familiarity; stronger fluency, punctuation and sustained speed may take months.

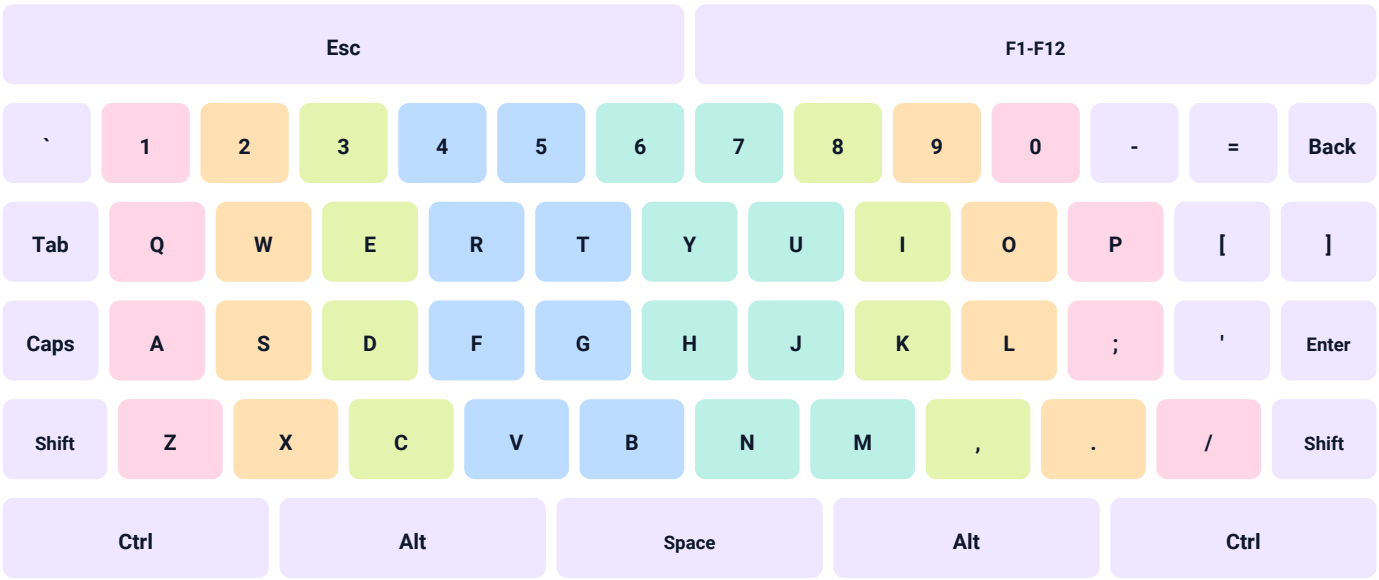
These are flexible planning suggestions, not measured deadlines. Age, previous habits, access needs and practice quality change the pace. At 10 minutes a day, 30 days adds up to five hours of practice. Review your own progress instead of expecting a fixed WPM gain.

Start with a beginner lesson

02 / KNOW YOUR KEYBOARD

The keys you use every day

Learn key groups first. Keyboard layouts and laptop function keys can differ.



Letters & numbers

Alphabet keys make words. The top number row also has symbols, usually entered with Shift. A separate numeric keypad often uses Num Lock.

Shift, Caps Lock & control keys

Hold Shift for one capital or a symbol. Caps Lock keeps letters uppercase. Ctrl (or Command on Mac) combines with other keys for shortcuts; Alt/Option functions vary.

Space, Enter, Tab & editing

Space separates words. Enter starts a new line or confirms an action. Tab changes focus or indents. Backspace deletes to the left; Delete usually removes to the right.

Escape, function & navigation keys

Esc often closes an action. F1-F12 functions depend on the app; laptops may need Fn. Arrow, Home, End, Page Up and Page Down move through text or pages.

03 / BUILD TECHNIQUE

Find your home row

Look at the screen more often as key locations become familiar.

Home row: Left hand A S D F; right hand J K L ;. Feel the bumps on F and J. Use a thumb for Space, then return to the home row.

Keep the movement comfortable

Sit with feet supported and shoulders relaxed. Use a light touch and pause if you feel discomfort. Adapt your setup or finger positions when needed.

Try a slow warm-up

asdf jkl; asdf jkl;
fff jjj ddd kkk sss lll
Return to the home row. Accuracy comes before pace.

Continue: guided typing course →

04 / PRACTISE WITH PURPOSE

A small daily routine

Ten minutes is a suggested starting point. Shorten or adapt the session as needed.

1. Warm up - 2 minutes

Practise known keys slowly. Notice repeated errors and avoid rushing to match yesterday's best score.

2. Learn - 5 minutes

Choose one course lesson or a difficult key group. Keep the task small. Move on when you can type it comfortably and accurately.

3. Apply - 2 minutes

Type words and a sentence using familiar keys. Introduce capitals, punctuation and numbers gradually.

4. Review - 1 minute

Write down what became easier and what to practise next. A brief weekly test is enough to check a trend.

Mini exercises: build up gradually

Words: sad flask jump kind quiet
Sentence: The class will practise typing today.
Mixed text: Lesson 4 starts at 10:30. Bring 2 books.

Games can reinforce a skill already taught. Use paragraph practice for connected text and weak-key practice for repeated errors. Never paste confidential schoolwork or personal records into custom practice.

Course • tests • games: explore online practice

Put this routine into a 7-day plan

Free daily lesson checklist + printable worksheet: typingtutor.online/start/7-day-plan/

05 / MEASURE PROGRESS

Accuracy before speed

A useful result reflects steady, repeatable typing - not just a short fast burst.

Understand words per minute

Typing tests commonly treat five characters as one word. WPM is that standardised word count divided by elapsed minutes. Scoring and error handling differ between tools; check the result explanation.

Read speed and accuracy together

A higher WPM with many mistakes may create more correction work. Track both measures, then practise troublesome keys. Copying a passage is different from planning and writing an essay.

Choose a realistic goal

Start near your present comfortable speed. A 40 WPM or 60 WPM test is a practice goal, not a requirement for every learner, age or job. Raise the goal when accuracy remains steady.

Retest under similar conditions

Use the same keyboard, language, duration and comparable text difficulty. Compare several results. A one-minute burst and a five-minute effort are not directly equivalent.

A useful improvement can be small

Fewer keyboard glances. Fewer repeated errors. More accurate punctuation. A steadier pace. These changes matter even when your WPM rises slowly.

Try a WPM goal test

Practise with the typing speed improver

Keep a 30-day record of your improvement

Practice minutes, WPM, accuracy and next focus: typingtutor.online/start/30-day-tracker/

06 / YOUR ONLINE LEARNING ROUTE

Learn with TypingTutor.Online

Turn this booklet into interactive practice, one useful step at a time.

1. Learn the keys in order

The guided 60-lesson course gives you a sequence instead of random practice. Start where your skills need work and repeat a lesson when it is still useful.

2. Apply skills in tests and games

Choose short tests, paragraphs or typing games. WPM goal tests make a chosen target visible; the speed improver gives you another practice route. Keep accuracy and steady performance in view.

3. Find the right learning area

Kids, numpad and mobile typing have dedicated sections. A phone keyboard is different from physical-keyboard touch typing. Select the activity that matches the skill you want to improve.

4. Learn independently or with your class

Core practice remains available to guests. Email accounts add online saving within their retention allowance. Teachers can use approved School access to assign main-course lessons or WPM goal tests and review submissions.

5. Review progress and celebrate milestones

Tests and certificates can mark a practice milestone. Certificate results are not a guarantee of employment or third-party acceptance. Paid features and retained history depend on the current plan; check the site for current details.

Course: typingtutor.online/lessons/

School resources: typingtutor.online/school/

Practice planning is editorial guidance. Further reading: edclub, Best Practices for Teaching Keyboarding. Course and account availability can change.

Not sure where to begin?
Use the Start Learning roadmap: typingtutor.online/start/

07 / LEARN TOGETHER

Your next steps

Use this page as a simple printable practice record. Keep personal details private.

WEEK ONE

7-Day Typing Starter Plan

Daily lessons, gentle practice tasks and checkboxes to complete your first week.

Open plan & printable PDF >

KEEP IMPROVING

30-Day Progress Tracker

Record practice time, WPM, accuracy and weak keys. Review your progress over a month.

Open tracker & printable PDF >

A simple routine you can repeat

1 LEARN
Complete a suitable guided lesson.

2 PRACTISE
Review keys you often mistype.

3 CHECK
Test again under similar conditions.

My quick practice record

For longer records, use the 30-Day Progress Tracker. Keep personal details private.

Date	Activity / lesson	WPM	Accuracy	Next focus

Teachers & families

Choose a suitable baseline, practise together, and review results. School assignments and reports depend on your school access.

Start Learning | Typing Lessons | School Resources | Typing Tests

This booklet introduces typing skills; progress varies. The printable plans are separate downloadable PDFs. Print or share this unchanged booklet for learning. © 2026 TypingTutor.Online.