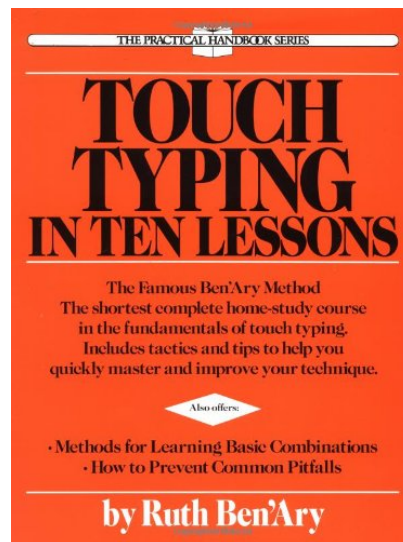


# **!B.e.s.t Touch Typing in Ten Lessons: The Famous Ben'Ary Method -- The Shortest Complete Home-Study Course in the Fundamentals of Touch Typing (The Practical handbook series) PDF**



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Do you need to learn to type in a hurry? Or do you just need a refresher course to practice with and tone up your skills? This is the shortest typing course that covers all of the fundamental skills of touch typing. This classic handbook, which has literally taught more than a million people the basics of typing, can teach you too. Touch Typing in 10 Lessons starts by teaching you the basic combinations for fingering the keyboard, and then helps you master the entire alphabet. Once you've learned the alphabet, the book jumps right into capitals, punctuation, and numbers. Learning the keyboard is just the beginning. The book will teach you how to set up professional business letters and tricks to help you get the most out of your word processor. There are dozens out of your keystrokes. There are dozens of drills that will help you develop the accuracy and speed you need in school and at the office. Finally, there are practice tests that will help you get over fears concerning typing tests and that will help build up your speed on the keyboard.

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