IST 101 BASIC KEYBOARDING
Timing Guidelines

➢ You will take timed typings at the Testing Center (LRC 322) (See Academic Testing Center Guidelines)

➢ Practicing material before the timing is not permitted. Paragraphs for two-minute timings cannot be used for timing more than once. Repeated paragraphs will be disqualified.

➢ Set up your timing before beginning, by doing the following:
   1. Open Word
   2. Key in:
      Name
      IST 101 FA12
      2 Minute timing
      Today's Date

   3. Press Enter two times

➢ When you have keyed the above, signal to the Testing Center staff that you are ready.

➢ Paragraphs, not sentences, are used for timings. If you complete one paragraph in your timing continue to the next. Do not worrying about line spacing (double spacing); however use the wordwrap feature (do not press enter at the end of every line to match the timed typing copy).

➢ Remember to indent –only if the timed typing copy has an indent! (Use **TAB** key once. If you do not indent paragraphs, and the timed typing copy shows indents—this will be counted as one error.)

➢ You will be allowed **two** uncorrected errors for a qualifying timing. However, the **Backspace** key can be used during timings. You cannot use spell check or go back and correct errors.

➢ Print all timings. Circle your errors and determine your wpm. Write your words per timing in the upper right-hand corner of the paper; like: 60/1/2 (which means 60 wpm per 2 minute typing with 2 errors). Then determine your WPM: which in this example would be 30/1/1. This information was reviewed during Orientation and is also on the BlackBoard site. The Testing Center Staff will verify this. All timings should be submitted to the Testing Center staff.

➢ You must do a different paragraph(s) for each timing. Even if you only typed a few words in the second paragraph—you must move on to the third paragraph for your next timing.