

Certificate in Computer Typing (HINDI)

This is six months course of typing in Hindi. In a speed-typing course, students are tested for their speed and accuracy. Moreover, students are required to use proper grammar, punctuation, and language.

What you will Learn

Students may learn how to look at the screen to correct typing errors. Often, these courses include an overview of different types of documents such as letters, contracts, and envelopes. Students also learn how to insert special symbols including those used in foreign languages.

Syllabus:

Typing Test Using any Typing Software. For reference you can practice on Following Software:

- Typing Master 10
- Key Blaze
- Klavaro Touch Typing Tutor
- Typing Trainer
- Rapid Typing Tutor
- Max Type Pro