

## **MICROSOFT WORKSHEET 1**

Link: <https://www.youtube.com/watch?v=eM0DXw2-GZE>

1. What kind of typist can you become by learning the S.E.C.R.E.T. techniques.
2. What does the S stand for in S.E.C.R.E.T.?
3. The strain that comes from typing incorrectly is associated with what syndrome?
4. What are you training your mind to do as you learn to type?
5. What is the third technique taught in the video?
6. What will typing correctly guarantee?
7. What does R stand for in S.E.C.R.E.T.?
8. Eliminating what will increase your speed?
9. What idea should you adopt as you're learning to type faster?
10. Where should you keep your right pointer finger as you go to press the 'enter' and 'backspace' keys?
11. What should you NOT do to the keys as you are typing?
12. Where should ALL movement be when typing?
13. What test should you be able to pass if you are typing correctly?