English Name 英文名字: ______ Grade and Class 年级班级:____-





Novice typer's will often use two fingers while looking at the keyboard when typing; however, when typing you are supposed to use all of the fingers on both of your hands. Your are also not supposed to look at the keyboard and each finger is responsible for a specific set of letters on the keyboard. It takes practice to develop good typing skills, but good typing skills are important in todays modern society.

新手打字常常是眼睛盯着键盘然后用两个手指敲键盘,然而,正确的打字方法应该是不看键盘并使用十指操作,每个手指都负责特定的字母,各司其职。打字是需要反复练习的,并且也是当今科技社会所需的一项重要技能。

Practice arranging your hands on the keyboard. The Index finger on your right hand should rest on the "J" key, while the same finger on your left hand rests on the "F" key. Notice how there is a raised bump on both of these keyboard keys. This is so you can properly arrange your fingers on the keyboard without looking.

练习在键盘上正确放置双手。右手十指放在字母 "J"键上,左手十指放在字母 "F"键上,你会发现这两个键上都有一个突起的小横线,是方便你在不看键盘打字时正确放置十指。

The resting position for your fingers is on the middle track of letters. Each finger will also be used to type letters or numbers located directly above or below its resting position.

剩余手指的位置按照食指依次放置,每个手指负责其正上方或正下方的键。

Look at the keyboard example which shows which fingers should be used to type each of the various keys found on the keyboard.

看上图,手指的颜色负责与其颜色相同的键。

25 Words per minute with an accuracy of 90% is a good typing target for a student in high-school. Typing is a combination of speed and accuracy. A typing score is your overall performance of both speed and accuracy. To determine your overall score multiply how many words per minute you can type by your accuracy as a decimal.

对高中生来说,标准的输入目标是每分钟25个字且正确率达到90%。打字既要讲究速度又要讲究正确率。该打字记分表包括测试分数以及正确率。最终得分是每分钟打字的个数乘以准确性。

Can you get a score higher than 22.5? The current student record is 56.26.

你的得分会比22.5更高吗? 当前的学生记录是 56.26。

The teacher must see the results from the typing program to accept a new score as a school record.

如果你的得分比这个分数还要高的话,老师将会把你的分数作为学校新的记录!

Practice your typing using any of the following websites: 使用以下任一網站的練習你的打字:

http://10fastfingers.com https://www.typing.com/student/start

	(WPM) Words / Minute 词 / 分钟	Accuracy 正确率	Score 得分
E1	19	100%	19 X 1.00 = 19.00
E2	25	90%	25 X 0.90 = 22.50
1			
2			
3			
4			
5			

Typing Games 打字遊戲

https://www.typing.com/typinggames http://www.typing-games.org

	(WPM) Words / Minute 词 / 分钟	Accuracy 正确率	Score 得分
1			
2			
3			
4			
5			
6			
7			
8			
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10			
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22			
23			
24			
25			

	(WPM) Words / Minute 词 / 分钟	Accuracy 正确率	Score 得分
26			
27			
28			
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33			
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