



10-Key Touch Key: Developing Speed and Accuracy

Jo Burton, David Burton

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This book and software package is designed to teach users how to use 10-key calculators by touch using computer assisted instruction and the computer numberpad. Users of this package will become versed in the use of the desktop calculator and the Windows® calculator. Finally, partially completed Excel® spreadsheets are provided to help develop solid data entry skills. **(System Requirements:** Intel 486 processor or equivalent; 16 Meg ram (32 Meg recommended); VGA (640 x 480) or SVGA (800 x 600) 256 color or higher; CDROM Drive (Installation only); 3 meg available (Drive C); Windows 95, 98, 2000, ME, XP, or NT; Windows Excel is required for completion of spreadsheet exercises.) Topics include developing your ten-key skill using touch key 10-key software; applying your ten-key skill using the desktop calculator (including addition, subtraction, multiplication and multifactor multiplication, and division and multifactor division); applying your ten-key skill using the windows calculator; and applying your ten-key skill completing spreadsheets (including data entry in spreadsheets). For anyone wanting to learn how to use 10-key calculators and become versed in the use of the desktop calculator and the Windows® calculator.

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