Before we venture into the advanced part of things, here are some basic things for you to remember and/or do:

1. Disregard the typing tray - Unfortunately, they hold back your speed even though they are ideally a little more comfortable to type in. Moreover, the habit of using a typing tray makes it harder for you to navigate from your keyboard to your mouse, which makes your work even more tiresome and time-consuming.
(While narrating this part, be sure to show them exactly how you should be navigating from your keyboard to your mouse while on the same desk)

2. Take off any accessories from your arms, wrists, and/or fingers - While it is very obvious that a larger wristwatch will surely harm you while typing, a small wristwatch will definitely start to hurt after a few hours of intense typing. Rings are included in this category but, surely, it is completely understandable if you do not wish to remove an engagement or wedding ring.

3. Fix the placement of your hands and arms - Please look at these diagrams and it should clearly illuminate you on the proper stance. This is extremely crucial as you might, otherwise, develop carpal tunnel syndrome.
(Please pull up diagrams of appropriate typing postures on the screen at this time)

4. Fix your seating position - Please look at these diagrams. On a more realistic path, it is not always possible to follow through with these seating positions and it is perfectly fine for you to divert from these from time to time. However, our goal is to be as efficient as possible as this will literally save our time and our backs in the months to come.
(Put up standard diagrams for the seating position)

5. Clip your fingernails - While you should not, ideally, be typing with the tips of your fingers, we do often have to type in such a fashion when we are in a rush. Moreover, longer fingernails will not allow you to type normally, even if you're not using the tips of your fingers.

6. Note the position of your hands - Make sure to keep your hands elevated above the ground just enough to move around but also enough for you to receive support from the table whenever possible.
(Show them the demonstration as you say it)

7. Use a keyboard that you are more comfortable with - Fortunately, AXBD does give you the privilege to bring in your own keyboard. However, there are certain conditions that must be met. Number one, it cannot be a mechanical keyboard. It is very easy to use mechanical keyboards to access data and to plug in keyloggers amongst other things. Moreover, they are extremely loud and will definitely distract both you and your coworkers. Number two, they must be checked and approved by the IT department to make sure nothing of malicious nature is attached to the device. Number three, they must remain in the classroom at all times. When you move to the production room, it will be transferred to the production room after another bout of

inspection. While the inspections might seem hassling, please do remember that an increase of 10 wpm with a preferable keyboard means typing 600 extra words per hour.

8. Remember, your competition should primarily be yourself - Although it does not hurt to break other people's records from time to time, be sure to compete against people of similar caliber when you start typing.

Shorter vs longer fingers:
Well, the shape and strength of our wrists and fingers are not the same. It is better to accept that and proceed accordingly. If you have longer fingers, it is easier to move just your fingers and get a faster typing speed, given, of course, you are able to control your fingers perfectly. Given you have smaller fingers, it is best to allow the movement of your wrists to also guide your hands and fingers and it is also easier for you to take all the stress away from your fingers and to distribute it between your wrists, arms, and fingers.

ADVANCED:
These are primarily to increase your editing and navigation speed.

Calculating keystroke:
Efficiency is the ability to achieve maximum productivity with minimum wasted effort or resources. In this scenario, the wasted effort or resources is deemed as your time and the keystrokes employed. Keystrokes are, as the name suggests, strokes or depressions of the keyboard keys which allow you to input information through the hardware into the software. Being efficient with your keystrokes allow you to complete a single task, whether it be the deletion of a single word or a single line to an instance rather than a few seconds.
(Show them the typing video of me at this time, I think that will clearly illustrate the benefits of calculating keystroke)

To increase efficiency, the importance of keyboard shortcuts is paramount. Here they are in application:
Control + Z = **Undo.** Very straightforward. Your last piece of documentation is undone due to the application of these keys.
Control + Y = **Redo.** This does the opposite of Undo but I would highly recommend that you not use it on a daily basis as it does often malfunction and you might lose pieces of information.
Control + C: **Copy.** Very basic.
Control + V: **Paste.** Very basic.
Control + X: **Cut.** Very basic but be sure to cut something that you wish to delete instead of copying it, pasting it, and then deleting it.

If you ever cut something by mistake, no need to panic. Just use the Control + Z keys. The time between this interaction is known as brain lag. The lesser brain lag you have between actions, the better. Our ability to pick ourselves up faster from the dirt is what makes us more efficient. This will undoubtedly improve with time.

Arrow keys = **To navigate between letters.** This is incredibly inefficient and will cause you to lose seconds every time you attempt to do this.

Control + arrow keys = **To navigate faster between each word.**

Control + arrow keys + Shift = **To navigate faster between each word and to select them at the same time.**

Delete = **This deletes the letter in front of the cursor.**

Control + Delete = **This deletes the word in front of the cursor.**

Backspace = **This deletes the letter behind the cursor.**

Control + Backspace = **This deletes the word behind the cursor.**

Home = **This moves the cursor to the start of the line (Note: not the sentence)**

Control + Home = **This moves the cursor to the top of the document.**

Shift + Home = **Depending on your current position, it will allow you to select until the start of the line (Note: not the sentence)**

End = **This moves the cursor to the end of the line (note: not the sentence)**

Control + End = **This moves the cursor to the bottom of the document.**

Shift + End = **Depending on your current position, it will allow you to select until the end of the line (Note: not the sentence)**

Document looking key beside the control key on the right = **This allows you to use the right click of the mouse without actually having to use the mouse.**

Keyboard shortcuts:

Arrow keys = **To navigate between letters. <Inefficient.**

Control + arrow keys = **To navigate faster between each word.**

Control + arrow keys + Shift = **To navigate faster between each word and to select them at the same time.**

Navigation of Chrome:

Control + Page up/ Control + Shift+ Tab: **Shifts to the prior tab.**

Control + Page down/ Control +Tab: **Shifts to the latter tab.**

Control 1/2/etc: **To get to the numbered tab.**

Control + T = **Open up a new tab.**

Control + W = **Close current tab.**

Control + L = **Navigates you to the search bar.**

The importance of momentum:

Very few people understand and even fewer are able to appreciate the large factor of momentum that goes into any kind of work. Instead of taking the easier route with macros, try writing out the smaller words such as "she reports" instead of relying on the macros for these.

This will help you have a boost in your confidence which will help you increase your speed on the upcoming words.