



# 10-Key Touch Key: Developing Speed and Accuracy

*Jo Burton, David Burton*

Download now

[Click here](#) if your download doesn't start automatically

# 10-Key Touch Key: Developing Speed and Accuracy

*Jo Burton, David Burton*

## **10-Key Touch Key: Developing Speed and Accuracy** Jo Burton, David Burton

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.

 [Download 10-Key Touch Key: Developing Speed and Accuracy ...pdf](#)

 [Read Online 10-Key Touch Key: Developing Speed and Accuracy ...pdf](#)

## **Download and Read Free Online 10-Key Touch Key: Developing Speed and Accuracy Jo Burton, David Burton**

---

### **From reader reviews:**

#### **Donald Shelby:**

Have you spare time for a day? What do you do when you have a lot more or little spare time? Sure, you can choose the suitable activity regarding spend your time. Any person spent all their spare time to take a go walking, shopping, or went to the Mall. How about open or even read a book titled 10-Key Touch Key: Developing Speed and Accuracy? Maybe it is to become best activity for you. You already know beside you can spend your time using your favorite's book, you can cleverer than before. Do you agree with its opinion or you have additional opinion?

#### **Will Cathcart:**

As people who live in often the modest era should be upgrade about what going on or data even knowledge to make all of them keep up with the era that is certainly always change and move forward. Some of you maybe may update themselves by studying books. It is a good choice for yourself but the problems coming to you actually is you don't know which you should start with. This 10-Key Touch Key: Developing Speed and Accuracy is our recommendation so you keep up with the world. Why, because this book serves what you want and wish in this era.

#### **Joe North:**

Do you certainly one of people who can't read pleasurable if the sentence chained inside the straightway, hold on guys this specific aren't like that. This 10-Key Touch Key: Developing Speed and Accuracy book is readable simply by you who hate the perfect word style. You will find the details here are arrange for enjoyable reading through experience without leaving possibly decrease the knowledge that want to deliver to you. The writer connected with 10-Key Touch Key: Developing Speed and Accuracy content conveys the idea easily to understand by many individuals. The printed and e-book are not different in the articles but it just different such as it. So , do you continue to thinking 10-Key Touch Key: Developing Speed and Accuracy is not loveable to be your top collection reading book?

#### **Tyler Woodley:**

What is your hobby? Have you heard which question when you got college students? We believe that that concern was given by teacher to their students. Many kinds of hobby, Everybody has different hobby. And you know that little person just like reading or as reading through become their hobby. You need to understand that reading is very important and book as to be the thing. Book is important thing to include you knowledge, except your own personal teacher or lecturer. You will find good news or update concerning something by book. Numerous books that can you take to be your object. One of them is this 10-Key Touch Key: Developing Speed and Accuracy.

**Download and Read Online 10-Key Touch Key: Developing Speed and Accuracy Jo Burton, David Burton #SET567BR482**

## **Read 10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton for online ebook**

10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read 10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton books to read online.

### **Online 10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton ebook PDF download**

#### **10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton Doc**

**10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton Mobipocket**

**10-Key Touch Key: Developing Speed and Accuracy by Jo Burton, David Burton EPub**