1. Use the program, All The Right Type (ATRT) 3 found on your computer.
2. Begin the entry level tutorials. **Make sure you are keeping your hands in the proper position.**
3. Work your way through the tutorials at your own pace until you feel comfortable taking a typing test.
4. When you are ready to take the typing test, let your instructor know. Proceed to <http://www.typingtest.com> and take a 3-minute test. Be sure to show your results to your instructor. You need 25 words per minutes (WPM) with no more than three errors.
5. Get a document from one of the red folders. Copy the document into Microsoft Word, ensuring that there are no errors and that the format of the document is matched.
6. **Notify your instructor when complete! Good luck!**