ODM EDUCATIONAL GROUP
Changing your Tomorrow

Data Entry and Keyboarding Skill

Class IX , Ch-2(IT #402)

Period6

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Calculating the typing speed

- The typing speed can be measured with different accuracies, such as
- • How many words are typed for a certain time period (the least accurate)?
- • How many characters are typed for a certain time period?
- • How many keystrokes are made for a certain time period (the most accurate)?
- Also there are
- • Simple speed (Gross speed)
- • Net speed (takes into account the errors) The following table lists the detailed descriptions of typing speed types.

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Types Description Formula

- WPM the number of words typed in a one minute period of time
- Net WPM the WPM without words with errors
- CPM the number of characters typed in a one minute period
- of time
- Net CPM the CPM without characters with errors
- KPM the number of keystrokes in a one minute period of time
- Net KPM the KPM without keystrokes with errors
- WPM = (Words without errors + Words with errors) / Time spent in minutes
- Net WPM = WPM - (Words with errors / Time spent in minutes)
- CPM = (Characters without errors + Characters with errors) / Time spent in minutes
- Net CPM = CPM - (Characters with errors / Time spent in minutes)
- KPM=(Keystrokes without errors + Keystrokes with errors) / Time spent in minutes
- Net KPM = KPM - (Keystrokes with errors / Time spent in minutes)

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- *A student typed 240 characters per 2 min with errors in*
- *20 characters.*
- Simple speed = 240 characters / 2 min = 120 cpm
- Net speed = 120 cpm - (20 errors / 2 min) = 100
- net cpm

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Typing accuracy

- Typing accuracy is defined as the percentage of correct entries out of the total entries typed. The following table lists the different formulas for the typing accuracy alculation.
- **Description Formula**
- Accuracy in the words, percent Accuracy = (100% - Words with errors * 100%) / Total number of words
- Accuracy in the characters, percent Accuracy = (100% - Characters with errors * 100%) / Total number of characters
- Accuracy in the keystrokes, percent Accuracy = (100% - Incorrect keystrokes * 100%) / Total number of words

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Typing rhythm

- **Description Formula**
- Errors in the words, percent Errors % = Words with errors * 100% / Total number of words
- Errors in the characters, percent
- Errors in the keystrokes, percent
- Errors % = Errors = Characters with errors * 100% / Total number of characters
- Errors % = Incorrect keystrokes * 100% / Total number of keystrokes
- In the touch typing techniques the typing rhythm is very important. Typing rhythm means the keystrokes should come at equal intervals. To control the constant typing speed, the Slowdown indicator is used. The following table shows the different formula for the Slowdown (percentage slowdowns) calculation:

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- Slowdown in the words, percent Slowdown % = Words with delay * 100% / Total number of words Slowdown in the characters, percent Slowdown % in the keystrokes, percent
- Overall rating calculation
- Slowdown % = Characters with delay * 100% / Total number of characters Slowdown % = Keystroke delay * 100% / Total number of keystrokes Overall rating (%) = (Net speed / Course goal: Speed)
- *100% where:
- • Net speed is Net WPM, Net CPM or Net KPM, the
- value depends on the current options
- • Course goal: Speed is customised in the options
- for each course

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- **(a) Good typing speed**
- An average professional typist types usually in speeds
- of 50 to 80 wpm, while some positions can require 80
- to 95 and some advanced typists work at speeds above
- 120 wpm.
- The fastest typing speed on an alphanumeric
- keyboard, 216 words in one minute, was achieved by
- Stella Pajunas in 1946.
-

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- As of 2005, writer Barbara Blackburn was the fastest
- alphanumerical English language typist in the world,
- according to *The Guinness Book of World Records*. Using
- the Dvorak Simplified Keyboard, she maintained 150
- wpm for 50 minutes, and 170 wpm for shorter periods.
- Her top speed was 212 wpm.

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