

## Chapter 1 : free ten key number pad course - lesson one

*This bar-code number lets you verify that you're getting exactly the right version or edition of a book. The digit and digit formats both work.*

This is a largely ignored skill but one that can help you save a lot of time. And, as you know, time is money. Why Learn to Use the 10 Key calculator? There are many skills that can help make life more productive. When you work for yourself you recognize more easily how improving specific skills can be a great benefit. Remember, your prosperity will be in direct proportion to your productivity, that is, how much work you get done in a given time. One skill that most people know to be highly worthwhile is typing. If you do not have good keyboard skills, I highly recommend learning how to type. Learn how to do it right. It will greatly increase your speed. But there is another valuable skill, closely related, that I know a most people neglectâ€”learning to use the ten-key calculator. If you consider the time you spend balancing your checkbook, not to mention preparing your spending plans, net worth statements, and other financial records, I think you will see that developing skill in using a ten-key is a valuable investment of your time. Most people probably think they do know how to use the 10 key keypad. After all, most computer keypads have one to the right side, and people do use it to enter numbers into spread sheets and the like. Once I had to assist with an audit of an organization I worked with. At the beginning I asked about who should use the calculator. Otherwise we might still be working on the audit. When in college I worked in a store and could check out people as fast as they do now with scanners while others poked along because I took time to learn this skill. But even then many store clerks who really needed the skill were untrained for it which I found astonishing from a business point of view. But for our personal use it is still valuable. Used correctly, the fingers are placed over the pad with the middle finger over the number 5. Then the three middle fingers work each of the three main columns of three numbers and the little finger hits the enter key. Learn to type in entries quickly without looking at the keyboard. Once you learn how to do it you will start saving an immense amount of time on all your bookkeeping chores, not to mention tax work. You will quickly enter numbers just as you enter letters when typing with hardly any awareness of what you are doing. How to Learn the 10 Key Calculator You can find a free training tool online. It does not take very long to gain a good amount of skill with the ten key pad. You will likely be surprised at how quickly your skill develops. Take time to read the instructions. Keep your eyes on the screen. Do not look at your fingers! Learn to feel the finger dot on number five as a guide to finger location if your pad has one. Be sure to have and use a full size keypad. Regular size computer keyboards have one built in. If you only use a laptop you can buy a separate 10 key with a USB input. Practice until you can keep your eyes away from the keyboard while entering several numbers. Speed will come later, with use. Enjoy the Benefits of Using a 10 Key Keypad For years I neglected this skill but decided to revive it one year in preparation for doing my taxes. Now I benefit from using it regularly with my checkbooks and other accounts as well as making spreadsheet entries and the like on the 10 key keypad on my computers. Once you do it I promise you will be glad you learned this skill, too. My recommendation is to keep a regular office 10 key calculator on your desk and use your 10 key whenever you are working on checkbook balancing, etc. Also regularly use the 10 key keypad on your computer rather than the typing numbers in order to keep yourself sharp and more productive.

## Chapter 2 : Learn the Ten Key (10 Key Calculator Keypad) and Save Time

*Computer Calculator for the Ten-Key Pad (with CD-ROM) / Edition 2 This text-workbook, along with the support of software, provides an effective tool for teaching the fundamentals of using a computer calculator.*

Online Calculator Large, easy and convenient online calculator Use for work, school or personal calculations. You can make not only simple math calculations and calculation of interest on the loan and bank lending rates, the calculation of the cost of works and utilities. Commands for the online calculator you can enter not only the mouse, but with a digital computer keyboard. Detailed instructions for using the calculator, see below. Entering commands using a computer keyboard The calculator supports input from any numeric keys of a computer keyboard: You can use the [Enter] key to enter the equal character. To delete the last character, press the [Backspace] arrow key. You can use the [Esc] and [Del] keys on top of the keyboard, or the [End] key on the side numeric keypad to reset the calculator. Examples of calculations performed using the online calculator Calculating the square root of The result is equal to Raising 3 to the power of 4: Calculating a percentage of a number: Calculating what percent is one number of another number: Adding a percentage to a number: Subtracting a percentage from a number: Maybe the online calculator does not work correctly? The calculator works correctly! The matter is that the calculator calculates the subtotal when you perform each subsequent mathematical operation addition, subtraction, etc. Look at the current operation display located to the right under the main display. Calculations are as follows: There are no errors! The History of calculators The ancestor of the modern calculator is Abacus, which means "board" in Latin. Abacus was a grooved board with movable counting labels stones or bones. Presumably, the first Abacus appeared in ancient Babylon about 3 thousand years BC. In Ancient Greece, abacus appeared in the 5th century BC.

**Chapter 3 : Numeric keypad - Wikipedia**

Reviews *COMPUTER CALCULATOR FOR THE TEN-KEY PAD* at [www.nxgvision.com](http://www.nxgvision.com)

Can you see through these real-life optical illusions? A ten key refers to a type of adding machine or calculator with the numbers 1 through 9 in three rows of three. The term can also refer to the number pad on the right side of many computer keyboards, which features a similar set-up. In jobs that require data entry or accounting skills, knowing how to use this type of keyboard can be very important. While learning the basics of ten key may take only a few minutes, it can take months of practice to master.

**Types of Machines** The original ten key was an adding machine; the three by three arrangement of keys was first used in on a machine invented by David Sundstrand of the Sundstrand Adding Machine Company. Similar machines are still used by accountants and other professionals who do a lot of mathematics. These machines have become somewhat less common as computers have become more popular, but are still useful in some professions. Calculators often feature a similar number pad layout, but typically offer many additional keys to handle more complicated mathematics.

**Ad** A ten key layout is commonly found on personal computer keyboards, usually to the right of the alphabet keys. Laptops and other small computers may only offer number keys above the main keyboard or include a number pad that shares keys with letters on the right side, as a separate keypad takes up too much space. Left-side keypads are available, although they are uncommon; in addition, separate USB ten keys can be plugged into a laptop or other machine. Most computers, even those without a separate number pad, usually have a ten key calculator accessory that displays on the screen.

**Key Layout** A ten key is set up in a specific way to make typing numbers fast and accurate. The center of the keypad includes the numbers 1 through 9, laid out in three rows of three numbers each. The numbers run in order from left to right, and bottom to top, so that the 1 is in the bottom left of the box, while the 9 is in the top right. Surrounding the number pad are command buttons that can be used to perform mathematical functions, such as adding, subtracting, and totaling. Many ten keys will also have buttons that allow the user to add decimal points or fractions. On some computers, the numbers on the pad may have multiple functions. These models often have an additional button called "number lock," which allows the user to type only the numbers.

**Learning to Type** Learning ten key is a little bit different than learning to type. A user places the index, middle, and ring fingers of his right hand over the middle number row, which contains the numbers 4, 5, and 6. This starting position is known as the home row or home position. From here, each finger is responsible for hitting the number it rests on in home position, as well as those directly above and below. For instance, the index finger sits on the 4 button, and also is used to strike the 7 and 1. The middle finger rests on the number 5 in home position, but also is used to hit 2 and 8. The keys on the right side of the pad can be hit with either the ring finger or the pinkie, with the exception of the "enter" or "total" and decimal point buttons in the bottom right, which are always hit with the pinkie. The 0, which sits below the 1 and 2, is hit with the thumb. Some computers, calculators, and adding machines have modified keyboard for left-handed users. While finding these can be tricky, they may make learning to type easier and faster for those who are extremely left-hand dominant. Learning to use the more common right-handed models is also possible for lefties, but may be a little harder at first.

**Increasing Speed and Accuracy** Instead of measuring speed with words per minute wpm measurements as in typing, ten key is measured in either keys per minute kpm or strokes per minute. Most employers use the kpm designation when seeking employees and set a minimum number for applicants. Many jobs require applicants to type at least kpm, though some companies which require only a little data entry might accept less. Practice is the key to reaching the speed required in the professional world. Once the basic method is mastered, getting faster is simply about becoming more comfortable using the number pad and building muscle memory. There are some software programs that can help users improve by targeting specific skills and offering exercises meant to increase speed. Users may feel discouraged at first, since the typing method is so different than that used in normal typing, but speed and accuracy will improve with daily practice. One good way to test kpm speed is by using an online testing website. There are many free sites where users can check their speed and accuracy by completing short, timed tests. Taking these tests occasionally can also help challenge skills and push ability

levels. Some websites will also provide a certificate of abilities that can be shown to potential employers, though these are usually offered for a fee. Employment Options Many different types of jobs require ten key skills. Data entry jobs , including administrative and secretarial work, may require a high degree of skill and accuracy with number entry. Bookkeeping positions at retail stores, medical offices, and legal practices may also call for lots of mathematics and data entry. Jobs in accounting often feature daily use of ten keys, and may have very high kpm standards. Even if not specifically required, having a good skills can be a great thing to add to any administrative or data entry resume.

## Chapter 4 : How to Ten Key: 11 Steps (with Pictures) - wikiHow

*Learn the Ten Key and Save Time Do you know how to use a 10 key keypad (or ten key calculator)? This is a largely ignored skill but one that can help you save a lot of time.*

## Chapter 5 : What is a Ten Key? (with pictures)

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## Chapter 6 : How to Turn on the Key on a Laptop | [www.nxgvision.com](http://www.nxgvision.com)

*Computer Calculator for the Ten-Key Pad by Barbara Henry and a great selection of similar Used, New and Collectible Books available now at [www.nxgvision.com](http://www.nxgvision.com)*

## Chapter 7 : The Best Free Online Calculator

*Approximately 15 hours of instructional material and application activities are combined to achieve basic mastery of the ten-key touch method and standard math [www.nxgvision.com](http://www.nxgvision.com), Susan L. is the author of 'Computer Calculator for the Ten-Key Pad' with ISBN and ISBN*

## Chapter 8 : Ten Key Test - 10key tutor speed test timed numeric keypad tests

*This feature is not available right now. Please try again later.*

## Chapter 9 : Articulation Template: Key Using Computer Keypad

*Sample for: Computer Calculator for Ten-Key Pad - Text only Summary This workbook, along with the support of software, provides an effective tool for teaching the fundamentals of using a computer calculator.*