

CPCT Typing Syllabus

<u>KEYBOARD KNOWLEDGE</u>	<u>HINDI TYPING</u>
• Special character, Keyboard total keys, Ascii Code, Symbol & and Emoji.	• Knowledge of the Hindi keyboard layout (Inscript or Remington GAIL). • Typing speed and accuracy in Hindi. • Typing passages or sentences in Hindi to test your proficiency.
<u>ENGLISH TYPING</u>	<u>KEYBOARD TYPES</u>
• Knowledge of the English keyboard layout (QWERTY). • Typing speed and accuracy in English. • Typing passages or sentences in English to test your proficiency.	• QWERTY • AZERTY • QWERTZ • Inscript - Remington GAIL • Dvorak
<u>ENGLISH FONT TYPES</u>	<u>HINDI FONT TYPES</u>
• Arial • Times New Roman • Calibri • Helvetica • Verdana • Tahoma • Garamond • Georgia	• Kruti Dev • Mangal • Devanagari • Nirmala UI • Shusha • Agra
<u>PREPARATION</u>	
• Typing Test Hindi and English • Online Typing • Typing Game Test	