

Perfect Form™

Perfect Form, Fusion's on-board keyboard instruction program offers complete, individualized instruction. This is a self paced program, requiring very little in the way of teacher oversight.

Overview

- Lesson set consists of 118 sequential, mastery-based lessons.
- Lessons one and two focus on posture and hand shape.
- Lesson three focuses on homerow finger placement and our homerow reinforcement system.
- Lesson 24 is the Shift Key lesson. Proper shift key must be used.
- Font size is adjustable (Select in main/home keyboard instruction screen)
- Students or teachers can view keyboarding scores by pressing the *Score* key while in the *main/home* keyboard instruction screen.

Special Note: Proper posture, handshape and homerow hand position are the foundations for speedy and accurate keyboarding. These components should be taught, reviewed and reinforced continually throughout the program.

Benchmarks

- WPM
- Accuracy
- Homerow Points

All three benchmarks must be passed before a student can progress to the next lesson. WPM and Accuracy benchmarks are adjustable. [Menu/Level/Set Level]

Homerow Reinforcement and Homerow Points

To be certain fingers are properly placed, before a lesson can be started, the student must press all homerow keys simultaneously. Furthermore, as students do their lesson, they will be asked three times to "Press all homerow keys". Not only do they need to press the keys to resume their lesson, they must press them within 1.5 seconds of the signal in order to score a "Homerow Point". The student must score a minimum of two homerow points in order to pass the "Homerow" benchmark.

Options:

- Disabling the Homerow Reinforcement System
- Disabling the Shift Key Reinforcement System
- Changing benchmark levels
- Altering the screen view (speed, accuracy, lesson timer, etc.)

All keyboard instruction options can be found by opening "Perfect Form" and pressing the *Menu* key.

Sending a report to the computer

- Press the *Send* key while in the main/home keyboard instruction screen.
- Set font on your computer to New Courier 9 pt. prior to sending.

Assessment

Assessments are 60 seconds long and are scored for WPM and Accuracy . These are complete sentences and should not be done until students have learned the location of all keys (lesson 75).