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Keyboarding Essentials

Lesson 25 Learn the Ten Key 2 • Keyboarding Essentials Figure 1 At the beginning of each class, adjust your workstation LEARNING TO KEY CORRECTLY The human body is not designed for long sessions of repetitive movement You might even know someone who has strained

Grade 10 Keyboarding (25S)

charts on the previous pages, fill in your target dates for each lesson of Module 1 in the Module 1 Lesson Goal Chart on the following page This will assist you in monitoring your progress as you work through the course Be realistic and allow adequate time to complete each lesson It may take a few lessons for you to determine how

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BT-1000: Keyboarding and Document Formatting

the course, would normally average two hours of out-of-class study for each hour of formal class activity For laboratory hours, one (1) credit shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is

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INTRODUCTION TO KEYBOARDING

Keyboarding Assignments (Lessons 1 -25) & (Drills A T) Numeric Keypad (Lessons 1 - 6) = 20% Tests (10 Timings) = 80% = 100% Daily

Assignments: All lessons are to be completed and handed in as scheduled on the Tentative Lesson Plan Lessons not completed during scheduled class

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INTRO TO KEYBOARDING POFT 1393.04 Jaylene Pipkin

Keyboarding is a college-level course and requires that the student do work outside of the classroom - work on lessons not completed in class The Tentative Schedule contains all of the Text book: Keyboarding Course, Lessons 1-25 Author: Susie H VanHuss, Connie Forde, and Donna L Woo

COMPUTER & OFFICE APPLICATIONS

In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of Test 1 Lessons 1-20 25 A-C, E, F Correspondence 25-1 & 25-2 26 A-E Correspondence 26-3, 26-4, & 26-5 27 A-C, E