

Keyboarding

Instructor Mrs. Amye Fugate

9 Weeks Class

The student learns to operate and maintain the workstation.

The student learns to operate the keyboard using the touch system, applying the correct body and hand position for keyboarding.

- Alphabetic Keys
- Numeric Keys
- Symbol Keys
- Numeric Keypad

The student learns to apply language arts skills.

- Spelling
- Punctuation
- Capitalization

The student demonstrates speed and accuracy using the touch system of keying.

- Key a minimum of 25 NWAM on a 3-minute timed writing
- Key a mailable copy from rough-draft and script materials
- Key and edit documents using proofreaders' marks

The Student Learns To Format Text:

- Set and Clear Tabs—left, center, decimal, and right
- Set margins
- Set line spacing
- Key headers and footers including page numbers
- Key and center an announcement horizontally and vertically
- Key a 2-page document with footnote and a works cited page

The student develops human relations, self-management, organizational, and professional leadership skills by participating in Future Business Leaders of America activities.

ADVANCED KEYBOARDING

Instructor Mrs. Amye Fugate

Semester Class

SPEED AND ACCURACY

- Applies the touch system
- Keys a minimum of 45 net words a minute on a 5-minute timed writing at the end of the semester

Business Letters

- Personal and Business Letters in Block Style
- Modified Block Letters with indented paragraphs, letters with enclosures and attachments, letters with copy and delivery notations, and letters with postscripts
- 2-Page Letters with attention and subject lines
- Cover Letters and Resumes

REPORTS

- One-page academic reports
- One-page business reports
- Lists, outlines, and agendas
- Reports with headings
- Minutes of meetings
- Multipage reports: left bound, title page, table of contents, bibliography, and a works cited page

Tables

- Column Headings
- Number Columns
- Titles, Subtitles, and Braced Column Headings
- Tables with Borders and Fill

DESKTOP PUBLISHING

- Use Font Colors and Features
- Use Borders and Fill
- Use Text/Word Art
- Make Flyers
- Make Certificates
- Make Invitations
- Make Newsletters

The student develops and demonstrates organizational and professional leadership skills by participating in Future Business Leaders of America activities.