

KEYBOARDING
KEYBOARDING/WORD PROCESSING APPLICATIONS

SCOPE AND SEQUENCE :

- Demonstrate which fingers control each key on the keyboard.
- Use home key anchors to assist in developing location security.
- Develop and practice correct keyboarding techniques.
- Use proper spacing after common marks of punctuation.
- Compose single word responses at the keyboard.
- Develop typing speed with accuracy.
- Demonstrate which fingers control the number and symbol keys.
- Refine and improve keyboarding techniques.
- Demonstrate proficiency on the numeric keypad.
- Use proper spacing before and after special symbols.
- Compose multiple words/short phrases at the keyboard.
- Apply capitalization rules.
- Demonstrate keyboarding speed and accuracy.
- Demonstrate correct use of word processing features.
- Demonstrate basic formatting skills on a variety of reports, correspondence (letters), and envelopes from a variety of copy—arranged, unarranged, rough draft, and handwritten.
- Demonstrate an understanding of proofreaders' symbols by editing copy marked for revision.
- Compose phrases and sentences at the keyboard.