



Computers – Keyboarding

Prerequisites: Some familiarity with Microsoft Windows and using a mouse helpful, but not required.

| Weeks (s) | Topics (s) |
|------------------|--|
| Week 1 | <ul style="list-style-type: none">• Introduction to Keyboarding A to Z (KAZ)• Start Five Key Phrases |
| Week 2 | <ul style="list-style-type: none">• Continue Five Key Phrases covering all 26 letter keys• Internet games |
| Week 3 | <ul style="list-style-type: none">• Words and sentences• Capitalization |
| Week 4 | <ul style="list-style-type: none">• Punctuation• Practice full sentences• Internet games |
| Week 5 | <ul style="list-style-type: none">• Backspace, Delete and Tab• Numbers and other characters• The numeric keypad |

Note: Book included

Subject to Change