



KEYBOARDING II 2020-21

Email faith.tutorial@yahoo.com with any questions.

During the first semester, students will review the proper techniques of keyboarding as taught in Keyboarding I* in 6th grade as well as learn document processing skills utilizing the following Abeka curricula.

During both semesters, students will be taught a variety of software applications. They will be given projects and assignments that will help them to learn hands-on how to create presentations, graphs and spreadsheets. The topics utilized for those projects will include a variety of unit studies that are applicable to seventh-grade core subjects.

ABEKA, www.abeka.com, 877-223-5226

Keyboarding and Document Processing

#160407

(If purchasing this used, please purchase book with GREEN SPIRAL, not purple spiral.)

Supplies:

Laptop and Microsoft Office software***

Pencils

1" 3-ring binder

Additional supplies may be required at the discretion of the instructor.

*****FAITH Tutorial will not provide laptops for this course. Each student is required to bring a laptop (PC or Mac) to every class as well as the laptop charger. The laptop should have Microsoft Office (Excel, PowerPoint, Word) software installed prior to coming to the first day of class.**

**Keyboarding I was taught second semester of 6th grade at the Tutorial. For those who took 6th grade at the Tutorial, please keep practicing your hand placement and proper typing skills over the summer. For those new to the Tutorial in 7th grade, please begin practicing with online typing tests. A good goal would be 30 W.P.M.*

All supplies should be brought the first day of class. Pencils should be already sharpened. Depending on your grade, please note that you may be asked to print assignments or various documents on your own throughout the year. Therefore, please be prepared to have access to your own printer, paper and ink cartridges as necessary.