



KEYBOARDING II 2023-24

Email drsamfaithtutorial@gmail.com with any questions.

During the first semester, students will continue learning the proper techniques of keyboarding, which were presented in Keyboarding I* in 6th grade. Students will also learn document processing skills utilizing the Abeka curricula listed below. Students will be using Google Drive, Docs, Sheets and Slides for assignments.

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 (with internet access)*

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 to class as well as the laptop charger. It should be fully charged prior to class.**

Prior to this class, students must create a Google account and must have their own email address. If they do not already have an email, we recommend a gmail account. If they already have their own email from yahoo or the like, that is fine, you do not have to create a new one.

**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.