



Course Content

Course Description:

In this course you will cover how to use your home keys and will practice touch typing using keyboarding exercises from the Keyboard Mastery system. This course will teach beginners how to type and will help experienced typists to type more quickly & accurately.

Prerequisites:

None

Topics:

General Information

- Knowing Your Program Questions
- How To Start From Your Disk
- Quitting A Session Properly
- The Setup-Entering Course Standards
- The Main Menu
- The Introduction
- Taking the Course Entry Timing
- The Lessons Menu
- Selecting Exercises and Lessons
- Correcting Errors
- Stopping a Timing to Start Over
- Special Drill Screens
- The Progress Report
- The Grade Reports
- Mid-Term
- Final Grade Report

Learning the Keyboard

- The Home Row, Spacebar
- T, E, and H
- O, R, and N
- M, C, and Left Shift
- I, Period, and Right Shift
- Comma, U, and Caps Lock
- B, P, and W
- G, Colon, and Q
- V, /, and ?
- X, Y, and Z

- Hyphen, Dash, Apostrophe, and Quotation Mark

Achieving Mastery

- Alphabet Mastery - A and B
- Alphabet Mastery - C and D
- (5 Minutes) Writing on Clay Tablets
- (5 Minutes) The Discovery of Penicillin
- Alphabet Mastery - E and F
- Alphabet Mastery - G and H
- Alphabet Mastery - I and J
- Alphabet Mastery - K and L
- Alphabet Mastery - M and N
- Alphabet Mastery - O and P
- Alphabet Mastery - Q and R
- Alphabet Mastery - S and T
- Alphabet Mastery - U and V
- Alphabet Mastery - W and X
- Alphabet Mastery - Y and Z

Numbering and Symbols

- Learning Numbers - 1, 2, and 3
- Learning Numbers - 4, 5, and 6
- Learning Numbers - 7, 8, and 9
- Learning Number 0 and Symbols ! and @
- Learning Symbols - #, \$, and %
- Learning Symbols - ^, &, and *
- Learning Symbols - (,), and _
- Learning Symbols - =, +, [, and]
- Learning Symbols - {, }, < and >



Keyboard Level 1 for Windows

Course ID#:0199-100-ZZ-W

8 Hrs

Optional Timings for the Open Screen

- (3 Minutes) What is Clairvoyant?
- (3 Minutes) Life in the Outback, Australia
- (4 Minutes) The Little Mermaid: Hans Christian Anderson
- (4 Minutes) What Makes Holes in Bread?
- (5 Minutes) How do Animals Communicate?
- (5 Minutes) What is Intelligence?
- (5 Minutes) Who is Benedict Arnold?
- (5 Minutes) How to Drink and Never Become and