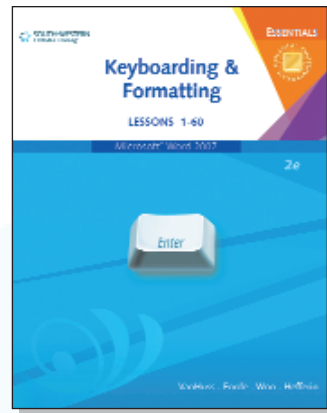




# Keyboarding Essentials 2E

## Keyboarding & Formatting Lessons 1-60



ISBN: 0-538-72976-7

### Level 1 – Developing Keyboarding Skill

#### Module 1 – Alphabetic Keys

- 1 Home Row, Space Bar, Enter, I
- 2 E and N
- 3 Review
- 4 Left Shift, H, T, Period
- 5 R, Right Shift, C, O
- 6 W, Comma, B, P
- 7 Review
- 8 G, Question Mark, X, U
- 9 Q, M, V, Apostrophe
- 10 Z, Y, Quotation Mark, Tab
- 11 Review
- 12 Review
- 13 Review

#### Module 2 – Figure and Symbol Keys

- 14 1 and 8
- 15 5 and 0
- 16 2 and 7
- 17 4 and 9
- 18 3 and 6
- 19 \$ and – (hyphen), Number Expression
- 20 # and /
- 21 % and !
- 22 ( and ) and Backspace Key
- 23 & and : (colon), Proofreaders' Marks
- 24 Other Symbols
- 25 Assessment

Skill Builder 2  
Internet Activities 1

### Level 2 – Formatting Essentials

#### Module 3 – Word Processing Essentials

- 26 Learn Essential Functions
- 27 Formatting Essentials
- 28 Ribbon Essentials
- 29 Editing Essentials
- 30 Assessment
- Checkpoint 3
- Skill Builder 3

#### Module 4 – Business Correspondence Essentials

- 31 Memos and E-mail
- 32 Block Letter Format
- 33 Block Letter with Envelope
- 34 Modified Block Letter Format
- 35 Traditional Letter Format
- 36 Correspondence Review
- 37 Assessment
- Checkpoint 4
- Communication Skills 1

#### Module 5 – Report Essentials

- 38 Unbound Report
- 39 Unbound Report with Title Page
- 40 Multiple-Page Report
- 41 Leftbound Report with Long Quotations
- 42 Report with Reference Page
- 43 Report with Footnotes
- 44 Traditional Report
- 45 Assessment
- Checkpoint 5
- Communication Skills 2

#### Module 6 – Table

### Essentials

- 46 Creates Tables
- 47 Enhance Table Appearance
- 48 Change Table Structure
- 49 Format Tables
- 50 Tables Within Documents
- 51 Assessment
- Checkpoint 6
- Communication Skills 3

### Module 7 – Editing Essentials

- 52 Editing Basics
- 53 Edit Letters
- 54 Edit Memos and E-mail
- 55 Edit Tables and Reports
- 56 Edit Documents
- 57 Assessment
- Checkpoint 7

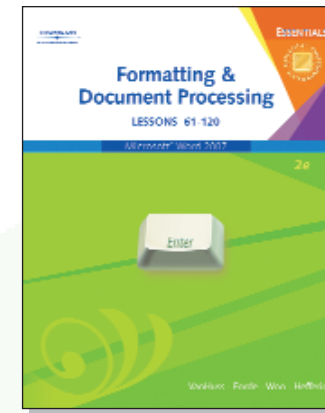
### Module 8 – Graphics Essentials

- 58 Basic Graphics
- 59 Documents with Columns
- 60 Assessment
- Checkpoint 8

### Module 9 – Grupo Azteca

- Internet Activities 2  
Reference Guide  
Summary of Commands

## Formatting & Document Processing Lessons 61-120



ISBN: 0-538-72979-1

### Level 3 – Mastering Document Design

Skill Builder 4

#### Module 10 – Editing

- 61 Editing Basic Documents
- 62 Edit Reports
- 63 Edit and Format Rough-Draft Documents
- Checkpoint 10

#### Module 11 – Letter and Memo Mastery

- 64 Memos and E-mail
- 65 Block Letter and Envelope Review
- 66 Block Letter with Special Letter Parts
- 67 Modified Block Letter Format and Special Features
- 68 Multiple-Page Letters and Memos
- 69 Traditional Letter Format
- 70 Correspondence Review and Letter Template
- 71 Assessment
- Checkpoint 11

#### Module 12 – Report Mastery

- 72 Review Report Formats
- 73 Report with Title and Reference Page
- 74 Report with Table of Contents
- 75 Report with Footnotes and Endnotes
- 76 Report with Citations
- 77 Report with Sections
- 78 Traditional Report
- 79 Report Review
- 80 Assessment
- Checkpoint 12

### Module 13 – Table Mastery

- 81 Table Review
- 82 Review, Edit, and Format Tables
- 83 Calculations in Tables
- 84 Change Text Orientation
- 85 Assessment
- Checkpoint 13

### Module 14 – Forms and Financial Documents

- 86 Printed Forms
- 87 Custom Forms
- 88 Financial Documents
- 89 Budget
- 90 Assessment
- Checkpoint 14

### Level 4 – Designing Specialized Documents

#### Module 15 – Graphic Enhancements

- 91 Graphics
- 92 Graphics and Columns
- 93 Announcements and Letterheads
- 94 Newsletter with Columns and Graphics
- 95 Report with SmartArt Graphics
- 96 News Releases
- 97 Assessment
- Checkpoint 15

#### Module 16 – Mass Mailings

- 98 Mail Merge
- 99 Mail Merge Applications
- 100 Edit the Data Source
- 101 Merge with Envelopes and Labels
- 102 Assessment
- Checkpoint 16

#### Module 17 – Meeting Management

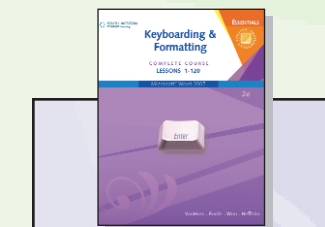
- 103 Agendas
- 104 Minutes
- 105 Itineraries
- 106 Labels and Name Badges
- 107 Meeting Management Guides
- 108 Assessment
- Checkpoint 17

### Module 18 – Legal, Medical, and Employment Documents

- 109 Legal Pleadings
- 110 Preparing Legal Documents
- 111 Medical Letterhead and SOAP Notes
- 112 Medical Reports
- 113 Resumes
- 114 Electronic and Scannable Resumes
- 115 Employment Letters
- 116 Assessment
- Checkpoint 18

### Module 19 – Pommery Air Services, Inc.

- 117-120 Business Plan Building 5
- Reference Guide
- Summary of Commands



Complete Course  
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