Keyboarding Essentials 2E

Lessons 1-60

Level 1 – Developing Keyboarding Skill
Module 1 – Alphabetics 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, P
  7 Review
  8 Q, Question Mark, X, U
  9 Q, M, V, Apostrophe
  10 Z, Y, Quotation Mark, Tab

Module 2 – Figure and Symbol Keys
  11 Review
  12 13 and 0
  13 14 and 8
  14 15 5 and 0
  15 16 4
  16 17 3 Review
  17 18 and : (colon), ( and ) and Backspace Key
  18 19 % and !
  19 20 # and /
  20 21 $ and – (hyphen), , and – (hyphen)
  21 22 4 and 9
  22 23 3 Review
  23 24 Left Shift, H, T, Period
  24 25 2 Left Shift, H, T, Period
  25 26 Review
  26 27 Review
  27 28 Review
  28 29 Review
  29 30 Review

Module 3 – Word Processing Essentials
26 Learn Essential Functions
27 Formatting Essentials
28 Ribbon Essentials
29 Editing Essentials
30 Assessment
31 Checkpoint 3

Skill Builder 1
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
38 Communication Skills 1

Skill Builder 2
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
46 Communication Skills 2

Module 6 – Table

Lessons 61-120

Level 2 – Formatting Essentials
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
58 Communication Skills 1

Module 8 – Graphics Essentials
58 Basic Graphics
59 Documents with Columns
60 Assessment
61 Communication Skills 1

Module 9 – Grupo Azteca
Internet Activities 2
Reference Guide
Summary of Commands

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

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
72 Communication Skills 1

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

Module 13 – Table Mastery
81 Table Review
82 Review, Edit, and Format Tables
83 Calculations in Tables
84 Change Text Orientation
85 Assessment

Module 14 – Forms and Financial Documents
86 Printed Forms
87 Custom Forms
88 Financial Documents
89 Budget
90 Assessment

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

Module 16 – Mass Mailings
98 Mail Merge
99 Mail Merge Applications
100 Edit the Data Source
101 Merge with Envelopes and Labels
102 Assessment

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

Module 18 – Legal, Medical, and Employment Documents
109 Legal Readings
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

Module 19 – Pomeroy Air Services, Inc.
117-120 Business Plan Building 5
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