

Keyboarding

at Ace Institute of Technology, where it is all about Excellence in Education!

You Will Learn How To

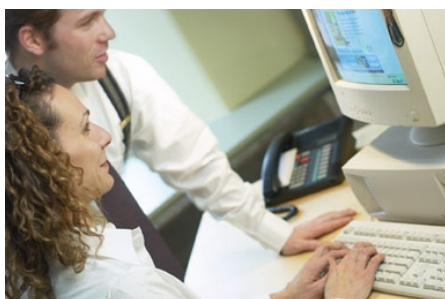
- ☞ Use keyboard controls and operations effectively
- ☞ Describe standard computer keyboard layout
- ☞ Increase your typing skills and speed by using keystrokes accurately and effortlessly
- ☞ Use fingers and hands appropriately and strategically to improvise on typing speed

Course Benefits

The course is intended to prepare one to increase their typing skills and speed and to effortlessly use the keyboard with accuracy and speed while working at the computer.

Who Should Attend

People interested in increasing their typing speed and accuracy at the computer should consider doing this course.



Topics Covered

Orientation to Computers and Keyboards

- ☞ Parts and functions of the Keyboards
- ☞ Accessing / exiting a computer application

Introduction to the Keyboard - Part 1

- ☞ The home keys & the spacebar
- ☞ Word-wrap and return/enter key
- ☞ The backspace key, Right shift, V, comma and period keys

Introduction to the Keyboard - Part 2

- ☞ N, W, and G keys
- ☞ Left shift, U, and B keys
- ☞ P, Q, X, apostrophe and quote mark keys
- ☞ Hyphen, underline, Z, Y question mark and backslash keys

Introduction to the Keyboard - Numbers and Symbols

- ☞ 4, 7, 3, 8 keys
- ☞ 2, 9, 1, 0 keys
- ☞ 5, 6 keys
- ☞ %, ^, &, \$ and * keys
- ☞ #, (, {, [keys
- ☞ @, !, +, = keys
- ☞ Other symbol keys
- ☞ Keypad operations

Other Keyboard Controls and Operations

- ☞ Cursor controls and positioning keys
- ☞ Using the tab key & the caps lock key
- ☞ Control/alternate keys
- ☞ Deletion procedures (backspace, delete, otype)
- ☞ Function keys

Introduction to the Standard Business Letter

- ☞ Elements of the standard business letter
- ☞ Block and modified block letter formats
- ☞ Small and large envelope formats

Periodic Speed and Accuracy Drills

- ☞ Keystroke drills
- ☞ Timed tests from straight copy

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Why ACE?

- ☞ **Licensed by New York State Department of Education**
- ☞ **Microsoft Certified Partner**
- ☞ **Authorized Prometric & VUE Testing Center**
- ☞ **Job Placement Assistance**
- ☞ **Financing Available**
- ☞ **Certified Instructors**
- ☞ **Test Preparation Classes**
- ☞ **Books & Manuals provided for all courses**

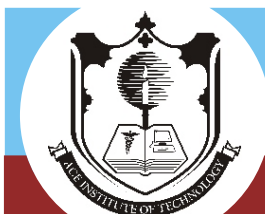
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info@acecareer.edu

www.acecareer.edu

312 W 36th St., 2nd Floor,
New York, NY 10018

Tel: 212 695 9700

Fax: 212 695 9745

40-40 75th St., Suite 4038,
Elmhurst, NY 11373

Tel: 718.575.3223

Fax: 718 575 3348



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