

# On-Site Computer Training

## Computer Keyboarding

(404) 254-2882  
Duration - 18 hours

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### BRIEF DESCRIPTION

This course will teach students the basic skills necessary to begin computer typing on a keyboard and increase in typing speed with accuracy.

### PREREQUISITES:

None

### INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

### COURSE OBJECTIVES:

By the end of this course, you will be able to:

- Identify home keys
  - Identify top row keys
  - Identify bottom row keys
  - Create upper case letters
  - Create a new paragraph
  - Create symbols or characters
  - Use Numeric Keypad
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### COURSE OUTLINE

#### **Computer Typing Basics:**

Understanding the Keyboard  
Finger Positions  
Identify Home Row Keys  
Identify Top Row Keys  
Identify Bottom Row Keys

#### **Alphabetic Keyboarding:**

Alphabetic Keys  
Shift Keys  
SPACE BAR  
ENTER  
CAPS LOCK  
TAB  
Basic punctuation keys

#### **Numeric Keypad:**

Learn 4, 5, 6, 0, Enter  
Learn 7, 8, 9  
Learn 1, 2, 3  
Learn (.)

#### **Skill Builder:**

Keyboard Mastery  
Improve Technique  
Sentences  
Paragraphs  
Measurement Writings