



Skillsfuture@PA Basic Typing and Keyboarding Course

Being able to type fast and accurately is going to put you at a big advantage in the current business environment. This basic typing course is programmed to develop typing skills for students. Students will acquire mastery of the keyboard, use correct fingers on the keyboard and learn basic commands related to a word processing program like font, size, paragraph, margins and orientation.

This training will cover following topics:

- Open a word processing program
- Save a document
- Set correct margins
- Set correct paper size
- Set orientation
- Basic formatting commands
- Home row
- Top row
- Bottom row
- Capital and small letter
- Punctuation
- Numbers
- symbols

7 hours