



WINTER PARK TECH

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Keyboarding

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Course Description:

Stop using the hunt-&-peck method of typing. Learn how to type quickly & easily using unique exercises designed to increase speed & efficiency. This hands-on class is just the place to start for beginners or those who are eager to use their time more effectively by learning to type properly.

Text:

Weekly teacher created handouts and software provided for class use.

Suggested Prerequisites:

This is a great class for beginners.

Topics to be addressed:

Introduction

How to Utilize the Handouts

Keyboard Shortcuts

Using Word Pad