

KEYBOARDING OBJECTIVES

1. Key by touch
2. Knowledge and use of proofreader's marks
3. Use of backspace and delete keys
4. Move through folders and directories
5. Set margins
6. Line spacing
7. Left, center, and right alignment
8. Vertical alignment
9. Headers and footers
10. Hanging and left indents
11. Page breaks
12. Insert page numbers
13. Set tabs (left, right, decimal, leaders)
14. Create tables using table feature in Word
15. Insert and format clipart
16. Specific documents:
 - a. Letters (block and modified block)
 - b. Memorandums (standard and simplified)
 - c. Tables (set and use tabs and Word feature)
 - d. MLA Report