



KEYBOARDING AND  
APPLICATIONS ONLINE  
**NFC ACADEMY**

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**ACADEMIC  
INSTRUCTIONAL  
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# KEYBOARDING APPLICATIONS ONLINE

## COURSE OVERVIEW

Keyboarding and Applications is a semester-long elective that teaches keyboarding skills, technical skills, effective communication skills, and productive work habits. Students will learn about proper keyboarding technique and lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. They will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

### UNIT 1 - COMPUTER HARDWARE

1. **Course Overview**
2. **Hardware and Software**
3. **Current Business Technology**
4. **Quiz 1: Overview of Hardware and Software**
5. **Alternate Quiz 1—Form A: Overview of Hardware and Software**
6. **Alternate Quiz 1—Form B: Overview of Hardware and Software**
7. **Case Studies**
8. **Emerging Technology**

9. **Project: Defining Technical Terms – Complete this assignment Defining Technical Terms**
10. **Quiz 2: Business Solutions**
11. **Alternate Quiz 2—Form A: Business Solutions**
12. **Alternate Quiz 2—Form B: Business Solutions**
13. **Project: Technology in Business**
14. **Review**
15. **Test**
16. **Alternate Test—Form A**
17. **Alternate Test—Form B**
18. **Glossary and Credits**

## **UNIT 2 - KEYBOARDING**

1. **Keyboarding Pretest**
2. **Keyboarding Exercises**
3. **Number Keypad**
4. **Keyboarding Practice**
5. **Project: Timed Typing Tests – Complete this assignment Timed Typing Tests.**
6. **Review**
7. **Test**
8. **Alternate Test—Form A**
9. **Alternate Test—Form B**
10. **Glossary and Credits**

## **UNIT 3 - COMPUTER OPERATING SYSTEMS**

- 1. What Is an Operating System?**
- 2. Getting Started—Exploring the Desktop**
- 3. Using the Interface**
- 4. File Management**
- 5. Quiz 1: Operating Systems and File Management**
- 6. Alternate Quiz 1—Form A: Keyboarding Skills**
- 7. Alternate Quiz 1—Form B: Keyboarding Skills**
- 8. Project: Customize Your Desktop – Complete this assignment Customize Your Desktop.**
- 9. Review**
- 10. Test**
- 11. Alternate Test—Form A**
- 12. Alternate Test—Form B**
- 13. Glossary and Credits**

## **UNIT 4 - WORD PROCESSING**

- 1. Word Processing Basics**
- 2. Writing and Editing a Document**
- 3. Project: Creating a Memo – Complete this assignment Creating a Memo.**
- 4. Formatting**
- 5. Quiz 1: Introduction to Word Processing**
- 6. Alternate Quiz 1—Form A: Introduction to Word Processing**
- 7. Alternate Quiz 1—Form B: Introduction to Word Processing**

8. **Copying, Cutting, and Pasting**
9. **Newsletters**
10. **Project: Creating a Newsletter – Complete this assignment Creating a Newsletter.**
11. **Quiz 2: Computer Commands and Newsletters**
12. **Alternate Quiz 2—Form A: Computer Commands and Newsletters**
13. **Alternate Quiz 2—Form B: Computer Commands and Newsletters**
14. **Review**
15. **Test**
16. **Alternate Test—Form A**
17. **Alternate Test—Form B**
18. **Glossary and Credits**

## **UNIT 5 - PRESENTATION TECHNOLOGY**

1. **What is Presentation Technology?**
2. **How is Presentation Technology Used?**
3. **Quiz 1: An Introduction to Presentation Technology**
4. **Alternate Quiz 1—Form A: An Introduction to Presentation Technology**
5. **Alternate Quiz 1—Form B: An Introduction to Presentation Technology**
6. **Working with Text**
7. **Working with Graphics**
8. **Working with Special Effects**
9. **Quiz 2: Presentation Guidelines**
10. **Alternate Quiz 2—Form A: Presentation Guidelines**
11. **Alternate Quiz 2—Form B: Presentation Guidelines**

- 12. Content**
- 13. Layout**
- 14. Putting It All Together**
- 15. Quiz 3: Presentation Planning**
- 16. Alternate Quiz 3—Form A: Presentation Planning**
- 17. Alternate Quiz 3—Form B: Presentation Planning**
- 18. Project: Creating a Presentation – Complete this assignment Creating a Presentation.**
- 19. Review**
- 20. Test**
- 21. Alternate Test—Form A**
- 22. Alternate Test—Form B**
- 23. Glossary and Credits**

## **UNIT 6 – INTERNET**

- 1. Internet Browsers**
- 2. Internet Strategies**
- 3. Finding Reliable Internet Resources**
- 4. Quiz: Introduction to the Internet**
- 5. Alternate Quiz—Form A: Introduction to the Internet**
- 6. Alternate Quiz—Form B: Introduction to the Internet**
- 7. Project: The History of the Internet – Complete this assignment The History of the Internet.**
- 8. Review**
- 9. Test**



10. **Alternate Test—Form A**
11. **Alternate Test—Form B**
12. **Glossary and Credits**

## **UNIT 7 - COMMUNICATION SKILLS**

1. **Communication Skills**
2. **Electronic Communication Skills**
3. **Beyond E-mail**
4. **Project: Revising E-mail – Complete this assignment Revising E-mail.**
5. **Quiz 1: Overview of Effective Communication Skills**
6. **Alternate Quiz 1—Form A: Overview of Effective Communication Skills**
7. **Alternate Quiz 1—Form B: Overview of Effective Communication Skills**
8. **Workplace Skills, Habits, and Attitudes**
9. **Active Listening**
10. **Quiz 2: Desirable Workplace Skills, Habits, and Attitudes**
11. **Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes**
12. **Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes**
13. **Review**
14. **Test**
15. **Alternate Test—Form A**
16. **Alternate Test—Form B**
17. **Glossary and Credits**

## **UNIT 8 - COURSE REVIEW AND EXAM**

1. **Review**
2. **Exam**
3. **Alternate Exam—Form A**
4. **Alternate Exam—Form B**