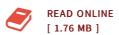




Fundamental Keyboarding Skills: From The Typewriter To The Computer

By Denise Chambers

AUTHORHOUSE, United States, 2008. Paperback. Book Condition: New. 285 x 208 mm. Language: English . Brand New Book ****** Print on Demand ******. Typing and developing keyboarding skills have a common goal from the typewriter to the computer the paper is formatted on 8-1/2 (across) by 11 (down) paper called the portrait position. Page 3 reviews common basics in measurement of how characters are perceived via the fonts on paper. Page 4 and page11 depicts the descriptive process of left and right margins from the typewriter to the computer. Centering text and top and bottom margins contiunues on pages 4, 5, and 6. Descriptive accounts of the most commonly used microsoft word keys are illustrated and detailed on pages 7, 8, and 9. This book will sharpen your skills in the mechanics of keyboarding. Learn letters and hand placement on the keyboard, practice and then take the timed writing test to see how fast you can type. Learn how to set up your margins from the typewriter to the computer, hand placement of keys, spacing within text, the most frequently used Microsoft Word keys to include formatting and drawing keys, typing tables from the typewriter to the computer, components of a...



Reviews

Complete guide! Its such a good go through. It is rally fascinating through reading period of time. Its been written in an extremely basic way and is particularly only after i finished reading through this publication through which really changed me, change the way i really believe.

-- Mrs. Macy Stehr

I actually began looking over this pdf. This can be for all those who statte there was not a worthy of reading through. I am easily can get a enjoyment of reading through a written publication.

-- Rafael Feeney Jr.

Related PDFs



Children's Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English]

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****. ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...



Children's Educational Book Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius Age 7 8 9 10 Year-Olds. [British English]

Createspace, United States, 2013. Paperback. Book Condition: New. 248 x 170 mm. Language: English . Brand New Book ***** Print on Demand *****. ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...



Childrens Educational Book Junior Vincent van Gogh A Kids Introduction to the Artist and his Paintings. Age 7 8 9 10 year-olds SMART READS for . - Expand Inspire Young Minds Volume 1

CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. This item is printed on demand. Paperback. 26 pages. Dimensions: 9.8in. x 6.7in. x 0.2in.Van Gogh for Kids 9. 754. 99-PaperbackABOUT SMART READS for Kids. . . Love Art, Love LearningWelcome. Designed to expand...



Book Finds: How to Find, Buy, and Sell Used and Rare Books (Revised)

Perigee. PAPERBACK. Book Condition: New. 0399526544 Never Read-12+ year old Paperback book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy- I ship FAST with FREE tracking!! * I...



Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



Games with Books: Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.