

Keyboarding/Word Processing

Approved May 2011

Note: This document covers the content of two courses at Caginchar Regional High School, Basic Keyboarding/Word Processing and College Keyboarding/Word processing. Both courses cover the same curriculum; however, College Keyboarding contains more assignments, follows a more rigorous schedule, and covers more advanced features of the application software. Learning goals, content standards and vocabulary that are specific to College Keyboarding are noted with an asterisk () throughout this document.*

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