

MODULE 2: KEYBOARDING

CODE: 960 025 Duration: 75 hours

A. Use the basic keys of the keyboard

- Fingers kept on basic keys
- Eyes kept on text being entered

B. Use the keys on the "home" row

- Fingers kept on basic keys upper and lower rows
- Correct fingering technique
- Use the numeric keypad
- Fingers kept on basic keys
- Correct fingering technique

C. Use all the keys of the keyboard

- Correct fingering technique