

Bemidji Area School Business Education Objectives

Keyboarding I

Grades 9 -12

This is not just a keyboarding class! It is strongly recommended that every student take this Keyboarding/Word Processing I class. Whether you are planning on attending college or looking for a job, this class is a must in today's technical society. Computers are used in many departments at BHS, so it is essential students learn to use the keyboard by touch, at an acceptable speed, and with accuracy. Students will learn the keyboard using multimedia software packages. Once the keyboard is mastered, students will use word processing software to create memos, letters, envelopes, reports, and tables.

Standard	Benchmarks
1. Review/learn letter keys, figure keys, symbol keys.	<ul style="list-style-type: none">• Demonstrates proper keyboarding techniques.
2. Learn to format memos and personal-business letters.	<ul style="list-style-type: none">• Produces properly formatted interoffice memos, personal-business letters, and envelopes.
3. Learn to format e-mails and use personal information management features.	<ul style="list-style-type: none">• Produces properly formatted e-mails messages, calendars, contracts, tasks, and notes.
4. Learn to format unbound reports.	<ul style="list-style-type: none">• Produces properly formatted unbound reports.
5. Learn to format tables.	<ul style="list-style-type: none">• Produces properly formatted basic tables using layout and design features.
6. Learn electronic presentations basics.	<ul style="list-style-type: none">• Students demonstrate how to create text slides, insert art and drawing objects, creates diagrams and tables, creates graphs and charts, creates and delivers a slide presentation.
7. Keyboards at an established number of words per minute during various timed writings.	<ul style="list-style-type: none">• Students demonstrate ability to keyboarding at various speeds per minute with a maximum number of errors.