



Keyboarding for the Christian School

Leanne Beitel

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Drawing from fourteen years experience, author Leanne Beitel guides teens in touch typing and basic word processing skills specifically for Christian schools and/or home schools. Keyboarding for the Christian School gives clear directions and brief assignments with the following advantages: Biblical references for each unit Gives screen shot examples from Microsoft Word XPCmpares APA and MLA report styles Uses inspiring sample texts Includes timings and grading chart Utilizes commonly-used proofreader's marks Text copy is formatted in 12 point Times New Roman font for readability Keyboarding for the Christian School is designed for time-constrained classes, skills review, or as a supplement to computer courses. A printable e-book version of this book along with Teacher Tools to create a typing course is available at <https://christiankeyboarding.com>.

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