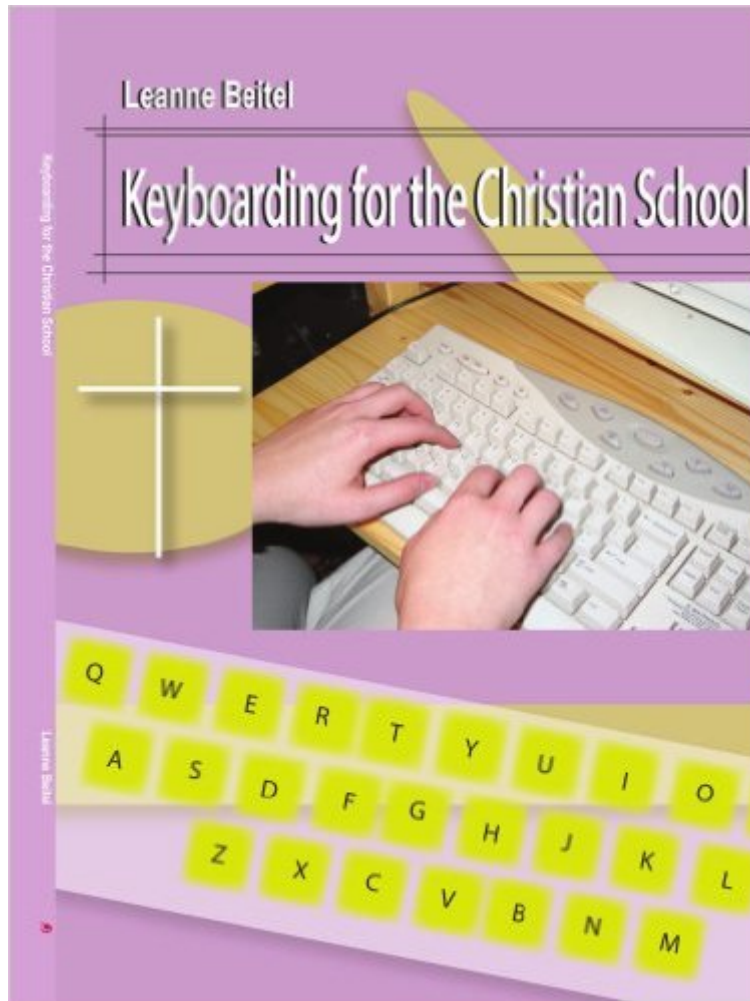


The book was found

# Keyboarding For The Christian School



## Synopsis

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 XP
- Compares 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>.

## Book Information

Paperback: 87 pages

Publisher: iUniverse, Inc. (June 7, 2006)

Language: English

ISBN-10: 059538319X

ISBN-13: 978-0595383191

Product Dimensions: 8.2 x 0.2 x 11 inches

Shipping Weight: 9.9 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (3 customer reviews)

Best Sellers Rank: #1,434,860 in Books (See Top 100 in Books) #99 in [Books > Teens > Education & Reference > Science & Technology > Computers](#) #142 in [Books > Teens > Education & Reference > School & Education](#) #461 in [Books > Teens > Hobbies & Games](#)

## Customer Reviews

Christian homeschoolers often ask me whether I think kids should learn to type. The answer is absolutely. So I was interested to see a book that is tailored just for Christian students. Christians will agree with me that a saturation experience in the Word is a great thing. Leanne Beitel's book extends that principle to the exercises a student copies while learning to type. The book, which is high-school-level reading, teaches individual keystrokes, home keys and so on in the usual fashion, and then turns to the Psalms for typing practice. This book covers not only learning to type, but how to set margins and so on in a word processor. It's also a business class, teaching the kids how to create a business letter, how to follow stylesheets such as MLA and APA, how to create a

bibliography, how to format envelopes, and how to read proofreaders' marks. The typing exercises Bible excerpts, an uplifting story about an early Christian, and some evangelical material. This book can be a welcome addition to your Christian home school.

Very pleased with the textbook. It's simple enough for younger children but also works with teens and adults.

I like this book and so does my daughter. It is simple to read and follow!

[Download to continue reading...](#)

Keyboarding Course, Lessons 1-25 (with Keyboarding Pro 5 User Guide and Version 5.0.4 CD-ROM) (College Keyboarding) Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lesson 1-25 [With CDROM] (College Keyboarding) Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25 (Available Titles Keyboarding Pro Deluxe) Bundle: Keyboarding and Word Processing Essentials, Lessons 1-55, 19th +Keyboarding Pro DELUXE Online Lessons 1-55, 1 term (6 month) Printed Access Card Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Keyboarding Course, Lessons 1-25: College Keyboarding Keyboarding for the Christian School Wayside School Boxed Set: Wayside School Gets a Little Stranger, Wayside School is Falling Down, Sideway Stories from Wayside School Crisis and Renewal: The Era of the Reformations (Westminster History of Christian Thought) (Westminster Histories of Christian Thought) (The Westminster History of Christian Thought) Office Assistant I (Keyboarding) (Passbooks) Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Keyboarding and Word Processing Essentials, Lessons 1-55 Keyboarding & Formatting Essentials, Lessons 1-60 (with CD-ROM) 121 Timed Writings with Skillbuilding Drills (with MicroPace Pro Individual) (Keyboarding Production) Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text Gregg College Keyboarding & Document Processing: Kit 2: (Lessons 61-120) w/ Word 2013 Manual Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP)

[Dmca](#)