



# CANBERRA HIGH SCHOOL - Learning overview for Term 1

## Subject: Keyboarding and Office Applications

At the end of each week students will complete a touch typing test. Throughout the week students will continue to develop this skill by learning how to effectively use the correct finger for each key on the keyboard. Included in the course is the introduction on how to effectively utilise Microsoft Excel and MYOB.

Week	Topic	Content/Activity/Tasks
1	<b>Intro to course</b>	Intro to learning applications and development of home row keys for typing.
2	<b>Touch Typing.</b>	Development of alpha keys.
3		Incorporation of numerical keys.
4		Development of speed and accuracy skills
5	Operate spreadsheet applications.	Introduction to Excel and basic features
6		Students to start work on workbook 1 using Excel
7		Students to complete workbook 1 and commence workbook 2.
8		Students to complete workbook 2.
9		Complete test at the end of the week. Ensuring all exercises are submitted once complete.