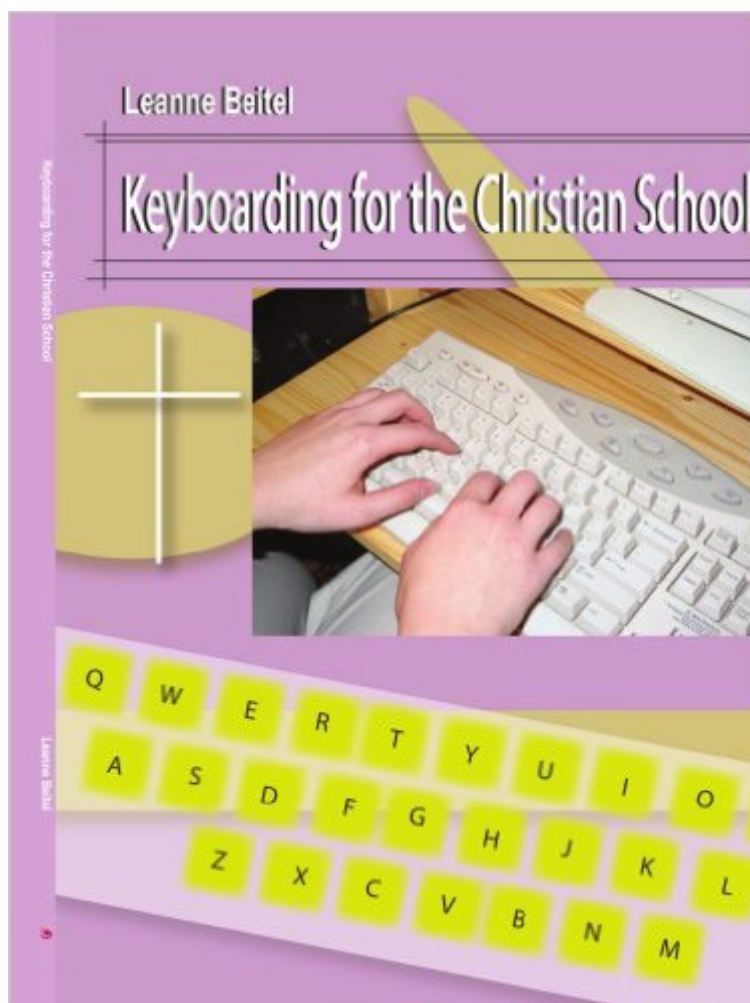


The book was found

# 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 Â Â See all reviews Â (3 customer reviews)

Best Sellers Rank: #1,434,860 in Books (See Top 100 in Books) #99 in Â Books > Teens >

Education & Reference > Science & Technology > Computers #142 in Â Books > Teens >

Education & Reference > School & Education #461 in Â 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!

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