



Keyboarding Made Simple: Learn the best techniques for keyboarding like a pro

Leigh E. Zeitz Phd

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Leave hunt-and-peck to the chickens. Effective and efficient keyboarding is more than tapping the correct letter. Designed for individual and classroom use, this book teaches you to react to letters instead of finding them on the keyboard. This breakthrough guide brims with step-by-step exercises for keyboarding with ease. Develop your digital dexterity with *Keyboarding Made Simple*. Topics covered include:

- correct body positioning and posture
- basic letters, numbers, and symbols
- faster keyboarding using AutoWords and AutoBlends
- using text alignment and justification
- envelopes and letters
- using columns to create newsletters
- avoiding common errors
- mastering the keypad
- handling electronic communication

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