

Using a Computer Keyboard Level 1

Module Goals

This module sets out essential concepts and skills relating to basic using a computer keyboard. Successful candidates will be able to:

- Input information accurately using alphanumeric, punctuation and special character keys as required
- Use shift, Ctrl, Alt, num and caps lock, spacebar, tab, and editing keys as appropriate
- Check the accuracy of information, using the keyboard to edit and make corrections as required
- Use keyboard controls to access, open and close software applications
- Use navigation keys to move around software applications
- Identify how function keys and keyboard short-cuts can be used within a software application to improve efficiency

Module Chapters

1. Use a keyboard to access and navigate software
2. Use a keyboard to access and navigate software applications

Additional Course Information

Estimated learning time: 10 hours

Versions available: 2010, 2013, 2016

Examinations: None, portfolio based assessment

Course style: Online module with offline assignments

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Progression Options

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1

Flexible Certificate in IT User Skills Level 1

Spreadsheets Level 1

Presentations Level 1

Databases Level 1

Improving Productivity Using IT Level 1



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