## 6<sup>th</sup> and 7<sup>th</sup> Grade Keyboarding Syllabus

**Overview** -This class will review the keyboard mastery technique (including correct fingering of the keys), become familiar with basic terminology, utilize word processing skills for creating documents, including a couple of basic forms of written communication, and learn to correctly format essays in the MLA style. An effort will be made to familiarize the students with Google Docs.