

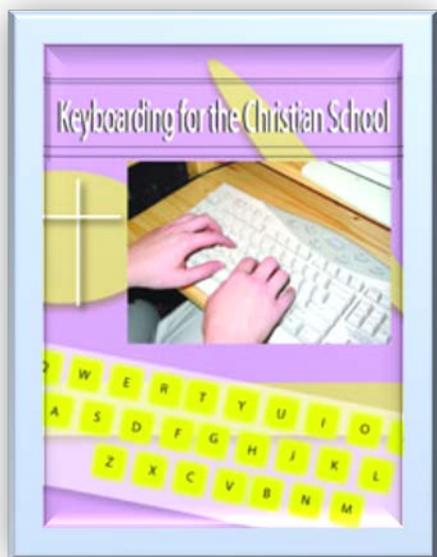


REVIEWS BY MEREDITH!

KEYBOARDING FOR CHRISTIAN SCHOOLS

I remember typing class in seventh grade. We had a big picture of the keyboard in the front of the room, but all the keys on our typewriters were blackened out. This forced us to look up while we typed, a habit that I appreciate today because it allows me to type more quickly and efficiently.

How on earth do you learn to type on a computer keyboard I have often wondered. Should I blacken the keys on my keyboard and put a big poster on the wall. My husband's disapproval has prevented my from trying this method of teaching my children.



Keyboarding for the Christian School by [Leanne Beitel](#) is a back-to-basics curriculum. Nothing fancy. No bells and whistles. I like it!

This 107 page E-book contains 42 lessons taking you from the basics to formatting, footnotes, and addressing envelopes. The first 20 lessons help the student learn the location of the letters. Then the students become proficient at typing numbers. Here is a list of all the lessons.

- Lesson 1-20: Alphabet keys
- Lesson 21-25: Numbers and Symbols keys
- Lesson 26-29: Number Pad
- Lesson 30: Centering
- Lesson 31: Enumerated Lists
- Lesson 32: Tab Key
- Lesson 33: MLA Report
- Lesson 34: APA Reports
- Lesson 35: Cover Page
- Lesson 36: Works Cited
- Lesson 37: Bibliography
- Lesson 38: Personal Business Letters
- Lesson 39: Business Letters
- Lesson 40: Envelopes
- Lesson 41: Proofreader's Marks
- Lesson 42: Timed Writing & Timing Scale
- Lesson 43: Tables

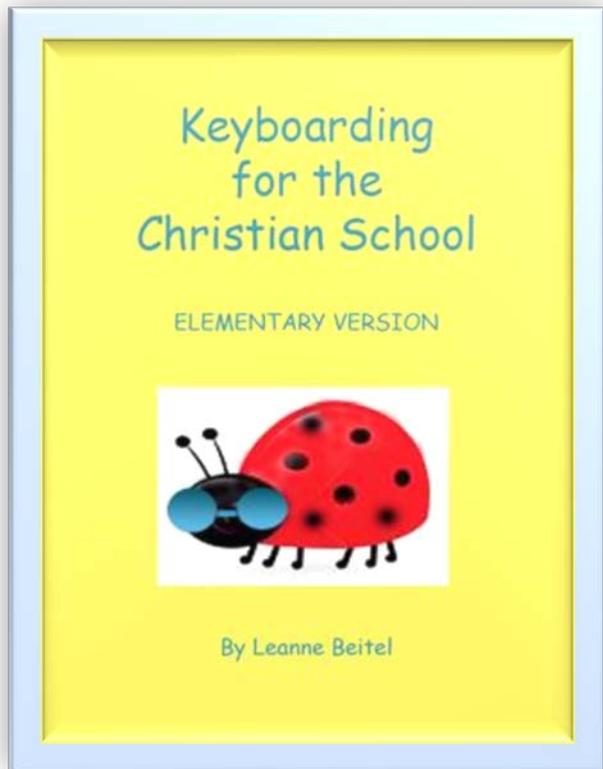
The lessons are easy to understand with clear directions that are easy to follow. A Christian company, the lessons include Scripture passages to type. One of the assignments is to copy the Gospel message in a nutshell entitled *How to Become a Christian*. All examples will encourage children in their faith.

When directions are given, many pictures are used to make the child's application of lesson clear. They show pictures of windows, computer screens, software, and more.

Teacher Tools is available to help teach your student or class keyboarding with *Keyboarding for the Christian School*. It includes curriculum guide, homework ideas and links, quiz ideas, technique checklist, teaching tips, and additional assignment.

Making Columns in Word 2003 or Making Columns in Word 2007 teaches your student to make columns in Word. The content used is based on Jewish holidays and Jewish wedding customs. Creating Tables in Word 2003 or Creating Tables in Word 2007 teaches children to create tables with one or two columns with even merged cells.

Keyboarding for Christian Schools is available for \$15.95 on Leanne's website, [Keyboarding for Christian Schools](#), [Teacher Tools](#) is available for \$14.95. Columns is available for \$3.95 and Tables costs \$5.95. There is also a package available that includes *Keyboarding for the Christian Schools*, *Teacher Tools*, and *Romans Road Enumeration and Columns* for \$27.00.



Keyboarding for the Christian School, Elementary Version with the adorable ladybug cover was created for younger elementary children. Miss Maple, the ladybug, helps students to learn the keyboard. Students learn numbers and alphabet letters. They also learn to center and make lists. This E-book is available for \$12.95 in regular or large print.

With both books, there is nothing fancy, but communicates clearly what children need to know to use the family computer keyboard. If you are looking for a simple tool to teach this skill in your home, consider this option.

These books only come as E-books. If you have never used curriculum packaged in E-book form, this might be a new experience for you. Don't worry. The only negative thing about E-books is the adjustment in your mind to them. Somehow, we think that they are "not as good" as a printed version. This is simply not true! Once you get over the "need to hold the book" after you purchase it, E-books are the way to go. No need for additional bookshelves; simply make a new folder in your "My Documents" section on the computer.

You can print as many copies of a book that you might need. Best of all, you only need to print the pages you need. So, you might print them each day as you move forward through the year, or you might print all the pages you need at the beginning of the year.

We printed this E-book up, 3-hole punched the pages, and put them in a notebook with a clear cover pocket. The cover slipped right into the front of the notebook. It looked great and was easy to use. In fact, it looked just like "real" printed curriculum.

Computers are such a big part of our lives nowadays. Now, more than back when I was in middle school, children need to learn to type efficiently on a keyboard. This will save them time when they are researching, writing papers, or communicating with family and friends. Learning to use the keyboard is not optional. The question is, "How will they learn?"