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SUBJECT: BUSINESS STUDIES

CLASS: JSS2

TOPIC: TECHNIQUE DEVELOPMENT IN KEYBOARDING

Sometimes there may be need to create table while typing. The process of creating table is called tabulation. Real keyboarding speed depends on proper technique.

Tabulation is the arrangement or classification of information into columns or tables.

Important keyboarding techniques include:

1. Sit up right
2. Arms near sides and wrist straight
3. Fingers near home row keys
4. Eye on copy
5. Wrists off the key board
6. Right little finger on Enter
7. Thumb used on space bar

In Microsoft office you can insert a table by :

- a. choosing from a selection of preformatted tables
- b. using table template
- c. using the table menu
- d. using the insert table command

LINE SPACING

This determines the amount of vertical space between the lines of text in a paragraph. There are different line spacing options which are:

- a.single line spacing

b. double line spacing

c. 1.5 line spacing