

PREFACE

Knowing how to use the 10-key numeric pad, whether it be on the electronic calculator or on the computer keyboard, is a valuable skill in today's office. Although most companies have automated their business with modern computers, you will find yourself turning to your calculator for many tasks. It is convenient since it is on your desktop and is always ready to go. It is efficient, especially for one or two quick calculations, and it prints out as you go so you have a record of your calculations immediately. Business spreadsheet software is also a popular tool since the computers have become popular standard office tool. Computers equipped with Windows software have a feature in the Accessories menu called the Windows Calculator which also serves as a tool for quick calculations.

Calculating payroll, reconciling bank statements and adding deposit slips, checks, invoices, and credit card purchases are common applications easily performed with the use of an electronic calculator or computer ten-key. When performing numeric data entry accuracy and proficiency is invaluable. Many businesses use the electronic calculator or computer ten-key to perform other business mathematical problems.

Upon completion of this book, you will be able to

1. Operate the 10-key calculator by touch on an electronic calculator and understand its capabilities.
2. Perform at a high level of speed and accuracy,
3. Apply your ten-key and math skills to job tasks for increased productivity using the Electronic Calculator and Spreadsheet software.
4. Enter data in a Microsoft Excel spreadsheet to solve business math problems.

To help you accomplish these objectives, this book is divided into five parts. Part 1 introduces the electronic calculator's functions and the 10-key touch method of numerical input. Part 2 focuses on using the touch method to build speed and accuracy. A keystroke count is included on the performance drills so that both students and instructors can determine strokes per minute. Part 3 provides employment testing and real job tasks to increase your productivity on the job. Part 4 provides the information to solve various business math problems and is designed to use in conjunction with Jeffrey Slater's **Practical Business Math Procedures**. Part 5 allows students to practice creating a spreadsheet and entering data to solve representative business problems. Practice jobs include a Budget Report, Inventory Spreadsheet, Travel Expense Report, Business Statement Report, Payroll Register and creating a bar chart and graph. Students must have access to Microsoft Excel or other Windows spreadsheet software.

This guide will help you master your accuracy and speed by touch on the ten-key and become productive with your basic math skills. It concentrates on the skills and concepts necessary for the workplace. Employers want increased productivity and problem-solving abilities from the employee. You will see greater opportunities in finding a job and keeping the job.

CREDITS:

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TABLE OF CONTENTS

PART 1 KEYBOARD BASICS	1
Get Acquainted with the Calculator	3
Get Acquainted with the Computer Keypad	6
Lesson I Introduction to the Keyboard	7
Lesson II Decimals in Addition	16
Lesson III Addition using the Subtotal Key and Repeated Numbers	18
Lesson IV Subtraction.....	20
Lesson V Multiplication	24
Lesson VI Constant Multiplication	26
Lesson VII Division.....	28
Lesson VIII Learning the Memory Feature.....	30
PART 2 SPEED DRILLS	34
PART 3 MEASURING PRODUCTIVITY	50
PART 4 BUSINESS MATH APPLICATIONS	70
PART 5 USING SPREADSHEET SOFTWARE	98

