

Typing and Computer Skills for MOA and Medical Transcription

Typing for Medical Transcription – required minimum 40 wpm

Typing for Medical Office Assistant – required minimum 30 wpm

Computer skills required in both programs

Basic Computer Skills - Windows and file management

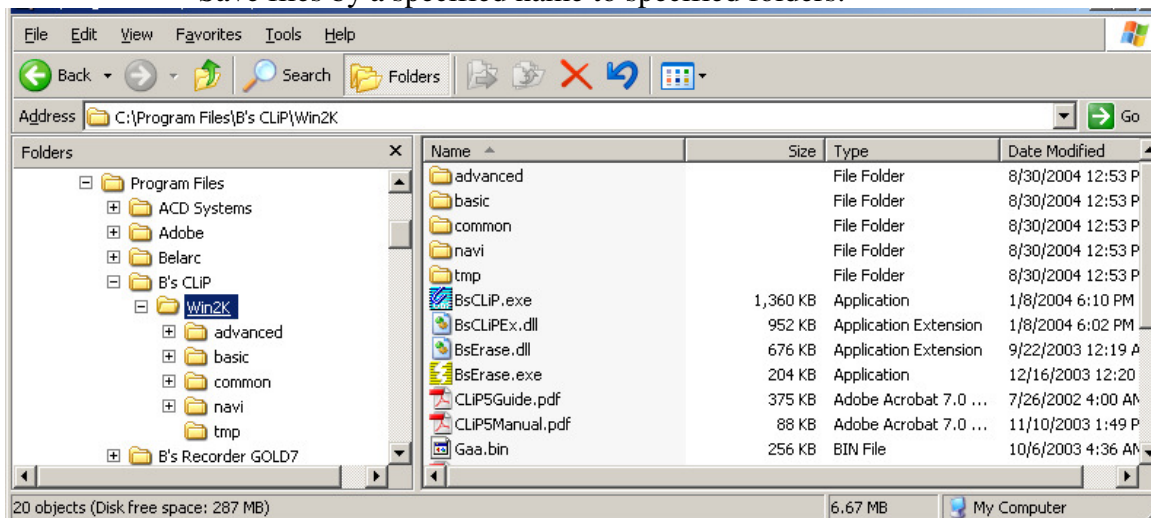
Word Processing & Document layout

File Management - *Demonstrate an understanding of file structure and location.*

Identify and open a specified file.

Create folders and subfolders under a specified structure.

Save files by a specified name to specified folders.



Copy & move files and folders to a specified location.

Locate files using FIND/SEARCH

Identify files by extensions.

Word Processing – Demonstrate the ability to format a business document including margins, tabs, headers, footers and address headings.

- Set formatting: tabs, center, bold, justify, margins, bullets, numbering
- Select and move, copy and delete text.
- Apply margin and indent settings to document and individual paragraphs.
- Set headers and footers and page numbering.
- Apply spellcheck and grammar check.
- Apply bullets
- View document to determine format