



Keyboarding Applications

LAP 11 – Learn Numeric Keypad Operation

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT4 Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.
- ◆PT5 Develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

Objectives

- ◆ To demonstrate proper touch technique for striking the 4, 5, 6, and 0 keys on the keypad.
- ◆ To demonstrate proper touch techniques for striking the 7, 8, and 9 keys on the keypad.
- ◆ To demonstrate proper touch technique for striking the 1, 2, 3, and . (decimal) keys on the keypad.
- ◆ To demonstrate proper techniques to integrate all keys learned on the keypad.

Resource MicroType Multimedia Program

Time Frame 1 ½ hours

THE USE OF THE COPY FUNCTION IS NOT ALLOWED IN KEYBOARDING. IF USED, THE STUDENT INVOLVED WILL RECEIVE A ZERO ON THAT ASSIGNMENT.

DIRECTIONS: For this LAP you will use entirely the MicroType Multimedia program.

- ____ 1. MTM, Numeric Keypad. Lesson 1 (4, 5, 6, 0 and enter). Do all exercises and print report. Go on to next task.
- ____ 2. MTM, Numeric Keypad. Lesson 2 (7, 8, and 9). Do all exercises and print report. Go on to next task.
- ____ 3. MTM, Numeric Keypad. Lesson 3 (1, 2, and 3). Do all exercises and print report. Go on to next task.
- ____ 4. MTM, Numeric Keypad. Lesson 4. Learn the period. Print Report.

WHEN YOU FINISH THIS (AND OTHER) ASSIGNMENT(S):

_____ PRINT YOUR ASSIGNMENT following the guides for printing given by the instructor. Check with the instructor if you have printer-related problems.

_____ AFTER YOU PRINT, arrange your work in the same order as the assignment was keyed. Place this assignment sheet on TOP of your work, fill in all blank lines in the top right and staple all materials together in the TOP LEFT corner. Complete self-assessment below and turn in as directed by your instructor and go on to your next LAP.

Self Assessment – “I/Can....”

- _____ Follow the LAP MTM directions as given.
- _____ Demonstrate proper touch technique for striking the 4, 5, 6, and 0 keys on the keypad.
- _____ Demonstrate proper touch technique for striking the 7, 8, and 9 keys on the keypad
- _____ Demonstrate proper touch technique for striking the 1, 2, 3, and . (decimal) keys on the keypad.
- _____ Demonstrate proper techniques to integrate all keys learned on the keypad.