



Keyboarding Applications

LAP 18 - Word Processing 4

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 learn how to insert tables, insert and delete columns, join cells and change column width, change table format, center tables horizontally and vertically, sort tables and change row height and vertical alignment.
- ◆ To apply these skills to activities.

Resource Century 21 Computer Applications & Keyboarding
Instructor CD

Time Frame 4 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: Remember the steps to begin each new page of work: (a) key your name and class number at the top left, (b) return two times, (c) key the lesson number of the assignment task on a line by itself and (d) return once before beginning your work.

SOME OF THE ACTIVITES IN THIS LAP DIRECT YOU TO USE COMMANDS THAT YOU MAY HAVE NEVER USED. PLEASE ASK YOUR INSTRUCTOR FOR ASSISTANCE WHENEVER YOU ARE DIRECTED TO USE A COMMAND THAT YOU DO NOT KNOW.

***If you have to store any items before the end of this section (due to time restraints), name your work LAP 18 and save it that way each time you work with it.*

____ 1. P. 90, Activity 1. Insert Table. Follow the text directions. Each activity should be on a separate page in your document. Go on to the next task.

- ____ 2. P. 90, Activity 2. Insert and Delete Rows and Columns. Copy Activity 1 to complete this task. Follow text directions. Go to next task.
- ____ 3. P. 91, Activity 3. Join Cells and Change Column Width. Ask your instructor for the CD to complete this activity. Complete this activity as directed. Go on to the next task.
- ____ 4. P. 91, Activity 4. Change Table Format. Copy Activity 3 to complete this task. Go on to the next task.
- ____ 5. P. 92, Activity 5. Center Tables Horizontally and Vertically. Copy Activity 4 to complete this task. Follow text directions. Go on to next task.
- ____ 6. P. 92, Activity 6. Sort Tables. Copy Activity 5 to complete this task. Go to the next task.
- ____ 7. P. 92, Activity 7. Change Row Height and Vertical Alignment. Copy Activity 6 to complete this task. Follow the text directions. Go to next task.
- ____ 8. P. 93, Activity 8. Apply What You Have Learned. Ask your instructor for the CD to complete this activity. Complete this activity as directed. Go on to next task.
- ____ 9. P. 93, Activity 9. Apply What You Have Learned. Please be sure to read the Notes. Ask your instructor for the CD to complete this activity. Complete this activity as directed.

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

- ____ CHECK OVER THE ASSIGNMENT to see if you keyed your name on each page, that you left the proper spacing and formatting throughout, and check to see that you have ALL of the work that was assigned. There is still time to insert an assignment you missed at this point.
- ____ 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 text and LAP directions as given.
- ____ Insert tables, insert and delete columns, join cells and change column width, change table format, center tables horizontally and vertically, sort tables and change row height and vertical alignment.
- ____ Apply what I have learned in these lessons to complete the activities successfully.