



Keyboarding Applications

MTM-LAP 15 - Formatting Reports

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 to format features of unbound reports.
- ◆ To process a one and two-page unbound report in proper format.
- ◆ To format textual citations in a report and process references.

Resource Century 21 Computer Applications & Keyboarding
 Lesson 15
 MicroType Multimedia Program

Time Frame 2 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: 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.

***If you have to store any items before the end of this section (due to time restraints), name your work LAP 15 and save it that way each time you work with it.*

- ____ 1. P. 70. Read the format guides for Unbound Reports. Go on to the next task.
- ____ 2. P. 71. Study the first page of an unbound report on this page. Note margins and general layout of the page. Go on to the next task.
- ____ 3. P. 72. Conditioning Practices. 25A and 26A. Type each line three times as a warm up. Do not save. Do not print. Go on to the next task.

- ____ 4. P. 72, 25B. Unbound Report. Key the report on page 71 as directed. Go on to the next task.
- ____ 5. P. 74, 26B. Unbound Report. Key the report on pages 73-74 as directed. Go on to next task.
- ____ 6. P. 74, 26C. Language Skills: Word Choice. Follow text directions. Go on to next task.
- ____ 7. P. 75-76, 27B. Follow text directions for Report 1 and Report 2 and include references where given.
- ____ 8. P. 77, Word Processing Activity. Follow directions.

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.

<p>Self Assessment – “I/Can....”</p> <ul style="list-style-type: none">____ Follow the text and LAP directions as given.____ Format unbound reports.____ Process one- and two-page unbound reports in proper format.____ Format textual citations and process references in a report._____
