



Keyboarding Applications

MTM-LAP 20 – HPJ Communication Specialists

A Workplace Simulation

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 use your decision-making skills to process documents.
- ◆ To improve your ability to read and follow directions.

Resource Century 21 Computer Applications & Keyboarding

Time Frame 8 to 10 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: The purpose of this LAP is to give you an opportunity to use your decision-making skills to arrange documents attractively whenever specific instructions are not provided. Refer to your textbook whenever you need to have help with formatting decisions. You are expected to produce error-free documents, so check spelling, proofread, and correct your work carefully before turning it in for approval.

If you need help with your software features to complete your work, refer to Software Features Index in this text.

***If you have to store any items before the end of this section (due to time restraints), follow the directions for saving given on page 186 of your text..*

____1. P. 186. Read this work assignment page carefully.

- _____2. P. 187-194. These pages cover your assignments for this LAP. Start with Job 1. When you have completed it, be sure to proofread carefully. Save as directed. Print and keep the hard copy. Complete all the jobs from Job 1 through Job 15. Prepare a cover sheet and attach with your Jobs to this LAP. Turn in for approval.

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

- _____ AFTER YOU PRINT, arrange your work in the same order as the assignments were given. 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. Fill out the self-assessment below before turning in.

Self Assessment – “I/Can....”

- _____ Follow the text and LAP directions as given.
_____ Use my decision-making skills to process documents.
_____ Improve my ability to read and follow the directions.