



Keyboarding Applications

MTM-LAP 23 – Skill Builders

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 review stroking techniques on selected keys.
- ◆ To improve speed on selected keys.

Resource Century 21 Computer Applications & Keyboarding

Time Frame 2 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 practice on drills that have been designed to help you increase your speed and improve your accuracy. Check the directions carefully with each drill to know if you are to correct, strive for speed, or aim for accuracy.

***If you have to store any items before the end of this section (due to time restraints), save under the name LAP 23, Skill Builders. When you have completed all of these drills, print out as one document, attach to this sheet, and turn in for approval.*

- ____ 1. P. 66. Keyboard Review. Type each line three times. The first time, type slowly and correct errors as you make them. The second time, try to speed up. Do not correct errors. The third time, speed up a bit more. Do not correct errors.
- ____ 2. P. 89. Speed Building. Type each line two times. Push for speed. Do not correct any errors either at the time you make them or later. Do not proofread.
- ____ 3. P. 120, Speed Forcing Drill. Type each line two times. Type them at your highest speed. Do not backspace and correct. Go for speed.

- ____ 4. P. 121. Technique: Letter Keys. Type each line one time. Try to stroke each line with ease. Keep the stroking action in the fingers and the hands quiet. Then type each line one more time trying to speed up but with maintaining easy stroking and rhythm.
- ____ 5. P. 122. Speed Forcing Drill. Type each line one time at your top speed. Do not correct even when you are aware that you have made a mistake. Keep the fingers moving. Then type each line one more time again typing at your top speed.
- ____ 6. P. 122. Technique: Letter Keys. Follow the same directions as for No. 4 above.
- ____ 7. P. 123. Speed Forcing Drill. Follow the same directions as for No. 5 above.
- ____ 8. P. 152. Keying Skill: Speed. Key each line for speed. (Don't backspace/correct even when you know you have made an error.) Type each line two times. The second time you type it, try to speed up.
- ____ 9. P. 153. Speed Forcing Drill. Type the first line one time. Type it slowly, correcting errors as you know you have made them. Then type the line a second time, trying to speed up your stroking.
- ____ 10. P. 154. Technique: Letter Keys. Follow the directions as No. 4 above.

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. Complete self-assessment below and turn in.

Self Assessment – “I/Can....”

- _____ Follow the text and LAP directions as given.
- _____ Produce standard business documents.
- _____ Use decision-making skills to process the documents.