



Keyboarding Applications

MTM-LAP 4 – Lesson 8/Review

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.
- ◆PT5h 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

- ◆ Demonstrate the proper techniques for using the caps lock, question mark, apostrophe, hyphen, quotation marks, and tab keys.
- ◆ Demonstrate improvement in keying speed on words, phrases, and sentences.
- ◆ Demonstrate the proper spacing with these marks of punctuation.

Resource Century 21 Computer Applications & Keyboarding
 Lesson 8/Review
 MicroType Multimedia Program

Time Frame 3 1/2 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: 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 4 and save it that way each time you work with it.*

____ 1. P. 17, 8A. Conditioning Practice. Follow the text directions. Read “Note.” When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.

____ 2. Bring up MTM (Alphabetic Keyboarding section). Key Lesson 18 (Caps Lock and ?). P. 17, 8B. Review Caps Lock and Question Mark. Read “Note” and Spacing Cue. Key each line three times, single spaced; DS between three-line groups. Return two times and go to task (3) below.

- _____ 3. **Bring up MTM. Key Lesson 19 (Tabs).**
P. 17, 8C. Review Tab. Read "Note" and follow text directions as given. DS. Go on to the next task.
- _____ 4. P. 18, 8D. Review Apostrophe, Hyphen, and Quotation Mark. Read text directions. DS. Go on to the next task.
- _____ 5. P. 18, 8E. Keyboard Reinforcement. Follow text directions. Using MicroType Multimedia program, key one-minute timing on lines 10-12. Print and hand in with this LAP.
- _____ 6. Review/Reinforcement. Bring up MicroType Multimedia program, Alphabetic Keyboarding. Key the "Improve Keystroking" section of lessons 1 through 19. Print lesson report for each lesson as you complete it and turn in all printouts with this LAP.

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.
- _____ Demonstrate the touch method for striking the caps lock, question mark, apostrophe, hyphen, quotation marks, and tab keys.
- _____ Demonstrate improvement in keying speed on words, phrases, and sentences using the MicroType Multimedia Program.
- _____ Demonstrate proper spacing with use of punctuation marks.