



# Keyboarding Applications

MTM-LAP 9 – Lessons 17-19

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 or review control of /, \$, !, %, <, >, #, &, +, @, ( ), =, \_ , \, \*, and [ ].
- ◆ To combine /, \$, !, %, <, >, #, &, +, @, and ( ) =, \_ , \, \*, and [ ] symbols with other keys.

**Resource** Century 21 Computer Applications & Keyboarding  
 Lessons 17-19  
 MicroType Multimedia Program (Numeric Keyboarding)

**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 9 and save it that way each time you work with it.*

- \_\_\_\_ 1. P. 40, 17A. Conditioning Practice. Follow the text directions. Go to MTM (MicroType Multimedia program) and take the l' writing as directed. Print and attach to LAP. When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.

**AT THIS POINT, GO TO THE MTM-Numeric Keyboarding section and key Lesson 7 through Lesson 16 to complete all symbols. When you have completed the lessons, be sure to print and save them and put in your folder. On completion of all this LAP, attach all items including Lessons 7-16. Continue on with Task (2).**

- \_\_\_ 2. P. 40, 17B. Learn/Review /, \$, and !. Read Spacing Cue and green box information. Follow text directions. Return two times and go to task (3) below.
- \_\_\_ 3. P. 41, 17C. Learn/Review %, <, and >. Read Spacing Cue. Follow text directions. Go on to the next task.
- \_\_\_ 4. P. 41, 17D. Skill Building: Symbols. Follow text directions. Go on to the next task.
- \_\_\_ 5. P. 41, 17E. Speed Building. Follow text directions and use MTM for timings. Print. Attach. Go on to next task.
- \_\_\_ 6. P. 42, 18A. Conditioning Practice. Follow the text directions. Go to MTM and take the I' writing as directed. Print and attach to LAP. When you have finished this keyboarding task, return TWO times and go on to next task.
- \_\_\_ 7. P. 42, 18B. Learn and Review #, &, and +. Read Spacing Cue and information in green box. Follow text directions. Go on to next task.
- \_\_\_ 8. P. 43, 18D. Learn/Review @, (, and ). Read Note, Spacing Cue and green box information. Follow text directions. Go on next task.
- \_\_\_ 9. P. 43, 19A. Conditioning Practice. Follow text directions and use MTM. Print. Attach. Go on to next task.
- \_\_\_ 10. P. 44, 19C. Learn/Review =, \_, and \. Read green box information and follow text directions. Go on to next task.
- \_\_\_ 11. P. 44, 19D. Learn/Review \*, [, and ]. Read information in green box and follow text 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.

**Self Assessment – “I/Ican...”**

- \_\_\_ Follow the text, MTM and LAP directions as given.
- \_\_\_ Learn keying on /, \$, !, %, <, >, #, &, +, @, (, ), =, \_, \, \*, [, and ].
- \_\_\_ Combine /, \$, !, %, <, >, #, &, +, @, (, ), =, \_, \, \*, [, and ].