



Keyboarding Applications

MTM-LAP 1 – Lessons 1 - 3

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 touch method for striking the home keys (ASDF JKL;).
- ◆ Demonstrate the proper techniques for striking the Space Bar and Return/Enter
- ◆ Demonstrate the proper techniques for striking the H, E, I, R, O, T, N, and G keys.

Resource Century 21 Computer Applications & Keyboarding
 Lessons 1-3
 MicroType Multimedia Program (MTM)

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.

OVERVIEW: You will be using a keyboarding textbook for the following assignments called Century 21 Computer Applications & Keyboarding and a software program called MicroType Multimedia (MTM). In this assignment, Lessons 1-3 of Unit 1, you will learn the home row keys, review keystroking, spacing, and return/enter techniques, learn how to prepare keyboarding assignments for class, and learn the h, e, i, r, o, t, n, and g keys.

Directions: You *must* follow all directions exactly as they are given on this assignment sheet and for the lesson parts listed on the following pages. The keying **MISTAKES** you make are NOT important on these first assignments. Your instructor will be checking to see that you are following the book with your eyes (not looking at your hands, your machine, or your screen) and that when you are working with MicroType Media you are looking at the screen. Also, you will be expected to read directions carefully and follow good **FORMATTING** as directed in the instructions. If an assignment sheet instruction differs from the directions in the book, please **FOLLOW THE DIRECTIONS ON THIS ASSIGNMENT SHEET.**

When you are instructed to go to Microsoft Word, bring up Microsoft Word and obtain a clear screen, key your last name, space twice, and key the period number of the KB class you are enrolled in. Return (enter) two times, key the number of the assignment **task** you are going to work on, return one time and begin your keyboarding assignment. Set your **FONT** for 12 instead of 10 (the default). (Check your example sheet, which is attached, if you have forgotten). Remember that you must have your name and period number on **ALL PAGES OF WORK.**

When you are instructed to work with MicroType Multimedia (Alphabetic Keyboarding section), bring up this software, log in correctly, and do the assignment. When you have finished a MTM assignment, print it, and keep it to be attached with your other papers for turn in.

****If you have to store any items before the end of this section (due to time restraints), name your work MTMLAP 1 and save it that way each time you work with it.**

- ____ 1. Bring up MTM (Alphabetic Keyboarding section). Key Lesson 1 and Lesson 1R one time. Print a hard copy.
Text: P. 4, 1F. Home-Key and Spacebar Key and Review. Key the lines as shown, SS. Special directions are in red. Notice that you are to key IDENTICAL LINES single spaced and leave one blank space (DS) before beginning a new line. When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.
- ____ 2. P. 4, 1G. Review Technique. Key each line twice, single spaced. Leave one blank line (DS) between lines. Read the cue box in green. Return two times and go to task (3) below.
- ____ 3. P. 4, 1H. Keyboard Reinforcement. Read the text directions and follow them as given. DS. Go on to the next task.
- ____ 4. Bring up MTM. Key Lesson 2 (h, e)
P. 5, 2A. Review H and E. Key each line three times. DS. Go on to the next task.
- ____ 5. P. 5, 2B. Keyboard Reinforcement. Follow text directions. DS. Go on to the next task.
- ____ 6. Bring up MTM. Key Lesson 3 (i, r)
P. 6, 2C. Review i and R. Key each line three times. DS. Go on to the next task.
- ____ 7. P. 6, 2D. Keyboard Reinforcement. Read technique goals and follow text directions. DS. Go on to the next task.
- ____ 8. P. 6, 2E. Technique: Enter. Read Practice Cue. Follow text directions. DS. Go on to the next task.
Bring up MTM. Key Lesson 4 (review)
- ____ 9. P. 7, 3A. Conditioning Practice. Key each line three times; DS between two-line groups. Go on to the next task.
- ____ 10. Bring up MTM. Key Lesson 5. (o, t)
P. 7, 3B. Review O and T. Key each line three times. DS between three-line groups. Go on to the next task.
- ____ 11. P. 7, 3C. Keyboard Reinforcement. Read technique goals and follow text directions. DS. Go on to the next task.
- ____ 12. Bring up MTM. Key Lesson 6. (n, g)
P. 8, 3D. Review N and G. Key each line three times. DS between three-line groups. Go on to the next task.
- ____ 13. P. 8, 3E. Keyboard Reinforcement. Read technique goals and follow text directions. DS. Go on to the next task.
- ____ 14. P. 8, 3F. Technique: Enter. Read Practice cue 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 of work from your text, your name is on your MTM work, 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 (including the MTM assignments. 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 next LAP.

Self Assessment – “I/Can....”

- _____ Follow the text, MTM, and LAP directions as given.
- _____ Demonstrate the touch method for striking the home keys (ASDF JKL;).
- _____ Demonstrate the touch method for striking the E, H, R, I, T, O, G, and N keys.
- _____ Demonstrate the proper techniques of combining the home row keys with these keys.