



Keyboarding Applications

LAP 2 – Lessons 4 - 5

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 striking the left shift and period keys.
- ◆ Demonstrate the proper techniques for striking the U, C, W, right shift, B, and Y.
- ◆ Demonstrate improvement in keying speed on words, phrases, and sentences.

Resource Century 21 Computer Applications & Keyboarding
Lessons 4-5

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

- ____ 1. P. 9, 4A. Conditioning Practice. Follow the text directions. When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.
- ____ 2. P. 9, 4B. Review Left Shift and Period. Read spacing and shifting cues. Key each line three times, single spaced. Return two times and go to task (3) below.
- ____ 3. P. 9, 4C. Keyboard Reinforcement. Read the text directions and follow them as given. DS. Go on to the next task.
- ____ 4. P. 10, 4D. Review U and C. Key each line three times. DS. Go on to the next task.

- ___ 5. P. 10, 4E. Keyboard Reinforcement. Read technique goals. Follow text directions. DS. Go on to the next task.
- ___ 6. P. 10, 4F. Technique: Enter. Follow text directions. DS. Go on to the next task.
- ___ 7. P. 11, 5A. Conditioning Practice. Follow text directions. DS. Go on to the next task.
- ___ 8. P. 11, 5B. Review W and Right Shift Key. Key each line three times. DS. Go on to the next task.
- ___ 9. P. 11, 5C. Keyboard Reinforcement. Read Practice Cue and follow text directions. Go on to the next task.
- ___ 10. P. 12, 5D. Review B and Y. Key each line three times. DS between three-line groups. Go on to the next task.
- ___ 11. P. 12, 5E. Keyboard Reinforcement. Read technique goals and follow text directions. DS. Go on to the next task.
- ___ 12. P. 12, 5F. Technique: Enter. Read Practice Cue and follow text directions. DS. Go on to the next task.

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 left shift, period, U, C, W, right shift, B, and Y.
- ___ Demonstrate improvement in keying speed on words, phrases, and sentences.