



Keyboarding Applications

MTM-LAP 13 - Formatting Memos

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 to format interoffice memos.
- ◆ To process memos from arranged and semi-arranged copy.

Resource Century 21 Computer Applications & Keyboarding
MicroType Multimedia Program

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

- ____ 1. P. 59. Read the information on Interoffice Memos. Go on to the next task.
- ____ 2. P. 60, 22A. Conditioning Practice. Type each three times as a warm up. Do not save. Do not print. Bring up a new document and go on to the next task.
- ____ 3. P. 61, 22B. Memos. Follow the directions and complete the three memos on separate pages, following the model on page 60. Go on to the next task.

- _____ 4. P. 64, 24A. Conditioning Practice. Follow the directions as given in No. 2 above. Go on to the next task.
- _____ 5. P. 64-65, 24B. Read Note and follow text directions and complete Memos 1, 2, and 3. Go on to next task.
- _____ 6. P. 66. Keyboard Review. Follow text directions. Remember: Attach this to your LAP. Go on to next task.
- _____ 7. P. 66. Timed Writings. Use MTM to complete the timings as directed..

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.

<p>Self Assessment – “I/Can....”</p> <ul style="list-style-type: none">_____ Follow the text and LAP directions as given._____ Format interoffice memos correctly in arranged and semi-arranged copy.
