



# Keyboarding Applications

MTM-LAP 5 – Lessons 9 - 10

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

- ◆ To develop proper response patterns to gain speed.
- ◆ To learn to key script copy.
- ◆ To build straight-copy speed and control.
- ◆ To improve keying technique.

**Resource** Century 21 Computer Applications & Keyboarding  
 Lessons 9-10  
 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 5 and save it that way each time you work with it.*

- \_\_\_\_ 1. P. 19, 9A. 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.
- \_\_\_\_ 2. P. 19, 9B. Technique: Response Patterns. Read Technique Hint and follow text directions using MTM for timing. Return two times and go to task (3) below.
- \_\_\_\_ 3. P. 20, 9C. Handwritten Copy (Script). Follow text directions as given. DS. Go on to the next task.

- \_\_\_ 4. P. 20, 9D. Speed Building. Use MTM to complete this section. Follow text directions; print; attach. Go on to the next task.
- \_\_\_ 5. P. 20, 9E. Technique: Spacebar and Enter. Read Technique Hint and green-box information. Follow text directions. Go on to next task.
- \_\_\_ 6. P. 21, 10A. Conditioning Practice. Follow text directions and use MTM for the timing. Print. Attach. Go on to next task.
- \_\_\_ 7. P. 21, 10B. Technique: Response Patterns. Read Technique Hint. Read text directions, key direction 1 and use MTM for directions 2 and 3. Go on to next task.
- \_\_\_ 8. P. 21, 10C. Speed Check: Sentences. Read text directions and Note at the bottom. Use MTM for the timings. Print. Attach. Go on to next task.
- \_\_\_ 9. P. 22, 10D. Speed Check: Paragraphs. Read text directions and Note. Use MTM for the timings. Print. Attach. Go on to next task.
- \_\_\_ 10. P. 22, 10E. Keying Technique. Key each line three times.

**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.
- \_\_\_ Develop proper response patterns to gain speed.
- \_\_\_ Learn to key script copy.
- \_\_\_ Build straight-copy speed and control.
- \_\_\_ Improve keying techniques.