



Keyboarding Applications

LAP 17 – Formatting Personal-Business Letters

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 format personal-business letters in block format.
- ◆ To improve word-choice skills.

Resource Century 21 Computer Applications & Keyboarding

Time Frame 2 ½ 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 17 and save it that way each time you work with it.*

- ____ 1. P. 84, 28A. Conditioning Practice. Key each line three times as a warm up. Do not save. Do not print. Go on to the next task.
- ____ 2. P. 84, 28B. Personal-Business Letters in Block Format. Read text directions and complete Letters 1 and 2. Be sure to put each letter on a separate page. Go on to the next task.
- ____ 3. P. 85, 28C. Language Skills: Word Choice. Type each line three times as a warm up. Do not save. Do not print. Go on to the next task.

- _____ 4. P. 85, 29A. Conditioning Practice. Key each line three times as a warm up. Do not save. Do not print. Go on to the next task.
- _____ 5. P. 85-86, 29B. Personal-Business Letters in Block Format. Read text directions and complete Letters 1 and 2. Be sure to create a new page for each letter. Go on to next task.
- _____ 6. P. 87, 30A. Conditioning Practice. Key each line three times as a warm up. Do not save. Do not print. Go on to the next task.
- _____ 7. P. 87-88, 30B. Personal-Business Letters in Block Format. Follow text directions for Letters 1, 2, and 3. Be sure to create a new page for each letter. Go on to next task.
- _____ 8. P. 88, Word Processing Activity. Follow text directions by creating three additional letters. Be sure to copy and paste Letter 3 from direction (7.) above in order to complete this activity. Final product for this activity should have one letter copied three times with three different addresses.
- _____ 9. P. 88, Internet Activity. Follow text directions to compose a response. Do not prepare an envelope.

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 personal-business letters in block style._____ Improve my word-choice skills.
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