



Keyboarding Applications

MTM-LAP 12 - Word Processing 1

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 the five basic word processing features (insert, typeover, underline, italic, and bold).
- ◆ To learn the three types of alignment (left, center, right).
- ◆ To learn the undo, redo, and hyphenation features.
- ◆ To learn to use the speller, view and zoom, hard page break feature, and tabs.

Resource Century 21 Computer Applications & Keyboarding
Instructor Disc

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.

SOME OF THE ACTIVITES IN THIS LAP DIRECT YOU TO USE COMMANDS THAT YOU MAY HAVE NEVER USED. PLEASE ASK YOUR INSTRUCTOR FOR ASSISTANCE WHENEVER YOU ARE DIRECTED TO USE A COMMAND THAT YOU DO NOT KNOW.

***If you have to store any items before the end of this section (due to time restraints), name your work LAP 12 and save it that way each time you work with it.*

____ 1. P. 55, Activity 1. Insert and Typeover, Underline, Italic, and Bold. Read note and definitions. Follow the text directions. Each activity should be on a separate page in your document.

- ___ 2. P. 55, Activity 2. Alignment: Left, Center, Right. Read definitions and follow text directions. Go to next page of document.
- ___ 3. P. 56, Activity 3. Undo and Redo. Read definitions and follow text directions. Go on to the next page of document.
- ___ 4. P. 56, Activity 4. Hyphenation. Read definition and follow text directions. Go on to the next page of document.
- ___ 5. P. 56, Activity 5. Speller. Read the definition at the top and follow text directions. Go on to next page of document.
- ___ 6. P. 57, Activity 6. View and Zoom. Read the directions. Ask your instructor for the disc to complete this activity. Complete this activity as directed. Go to the next page of document.
- ___ 7. P. 57, Activity 7. Hard Page Break. (To create a Hard Page Break, strike the Control Enter key) Read the definitions at the top. Follow the text. Go to next page of document.
- ___ 8. P. 57-58, Activity 8. Tabs. Note tabbing directions carefully and complete as directed. Go on to next page of document.
- ___ 9. P. 58, Activity 9. Apply What You Have Learned. Read directions carefully and complete as directed. Go on to next page of document.
- ___ 10. P. 58, Activity 10. Apply What You have Learned. Read directions carefully and complete 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.

Self Assessment – “I/Can....”

- ___ Follow the text and LAP directions as given.
- ___ Use correctly and quickly the insert, typeover, underline, italic, bold, alignments, undo, redo, hyphenation, speller, view and zoom, hard page break, and tabs.
- ___ Apply what I have learned in these lessons.