



Keyboarding Applications

Teacher Information Sheet for LAP's 1-27 & MTMLAP's 1-27

Supplies needed: Text: Century 21 Computer Applications and Keyboarding
MicroType Multimedia Program Software
Teacher Disc/CD
Solutions

The first set of LAPs (this set) were written under the assumption that the teacher has already had the students complete ALL of the MicroType Multi Program before starting the LAP's. The second set of LAPs, titled MTM-Lap, integrate the MicroType Multimedia Program with the Century 21 text.

Be aware that the Lesson numbers in the text do not coincide with the Lesson numbers in MTM.

Lap 1 gives some general directions that the students will use throughout the Laps. You might want to go over that with them to be sure everyone is getting off to a good start.

When introducing Lap 1, the teacher may want to make an example sheet to show the students how their finished work will look and attach it to this LAP.

Reminder: the instructor's edition that goes with this text gives teaching tips that will help you incorporate MicroType Multimedia into your lesson plans.

Lap 9 is very intense. Consider having students go back and redo the symbols in MTM as an additional reinforcement.

Lap 11 (Numeric Keypad Operation) uses only the MTM program. The text would make an excellent reinforcement drill. Text pages: 51 – 54.

At this point, all students (LAP's and MTMLAP's) will be doing the same work.

Lap 12 – Some students at this point may not know how to use the commands for these activities. Be aware you may have to give some individual instruction with this Lap. This Lap starts the Word Processing activities. You may consider being prepared to have the students go to the Office 2000 texts to do some activities and brush up on some of the commands such as page break.

The Word Processing Laps are Laps 12, 14, 16, and 18. These laps introduce drill commands and other specific skills common with Microsoft Word.

Laps 13, 15, 17, and 19 are Laps for teaching the following: memos, reports, personal-business letters, and tables. These laps can be introduced in any order. All of the activities for each type of document are assigned in the Lap. However, if a student needs more work on any of these documents, there are many other problems/assignments for each document elsewhere in the text.

Laps 21, 22, and 23 are three Laps that cover the three Simulations in this text. Teachers should feel free to choose in any order from these Laps based on the skill/interest of the student. Simulation 3 (Hoops) will, no doubt, be of most interest to the males in the class. But keep in mind that the laps become more complex as you move from number 1 to 3. Teachers should look these Laps over carefully before assigning them.

Lap 23 – Skill Builder. This Lap is designed for the teacher to give for additional practice in basic keyboarding skills. It would work well (1) for an emergency day when the teacher has a substitute and does not want the students in the lab all working independently; and/or (2) for a student who needs basic keyboarding skills improvement..

Laps 24-25 Communications Skills 1 and 2. These laps are designed for the teacher to use with students who need work in grammar. The Teacher’s Key has the answers to the “Apply” sections of the drills. A suggestion for this LAP is to have the solutions available for your students’ use.

Laps 26-27. (Business letter in Block and Modified Block Style) These two laps are designed to help the student learn to prepare business letters in block and modified block style. Note that the student directions tell the student to ask the teacher for appropriate letterheads. You will need to have xeroxed sufficient copies of the appropriate letterhead for student use.