



MVTHS--CTE DEPARTMENT



Business, Marketing and Computer Education

Keyboarding and Formatting

BU110A

610

Course ID: 12005A001

Keyboarding and Formatting I is a course designed to develop basic skills in touch keyboarding techniques for entering alphabetic, numeric, and symbol information found on computers. Students will learn to edit and format text and paragraphs, change fonts, work with headers and footers, cut and paste text, create and use tab keys, create labels, and work with multiple windows. Students will format documents such as letters, envelopes, memorandums, reports, and tables for personal, educational, and business uses. During the second half of the course, major emphasis is placed on formatting documents, improving proofreading skills, and increasing speed and accuracy.

Length of course:	1 Semester
Credits per semester	.5
Grade level:	9, 10, 11 &12
Prerequisite:	None

General Goals/Purposes:

Upon successful completion of this course, the student will:

- Key by touch using the correct finger placement and posture at the keyboard.
- Format documents with text centered vertically and horizontally.
- Format memos, personal/business letters, reports, tables, outlines, and newsletters with columns correctly.
- Develop and utilize proofreading skills.
- Insert and/or create graphics for documents.
- Key a minimum of 35 words a minute with no more than 5 errors.

Course Outline:

Units of Instruction	Unit Objectives	Standard(s)	Duration (Hours)	Methods of Instruction	Methods of Assessment	Educational Resources
Alphabetic keyboard and computer operation	<ul style="list-style-type: none"> ▪ Touch mastery of alphabetic keyboard ▪ Key with proper technique ▪ Correct spacing after punctuation marks ▪ Proper use of computer equipment ▪ Create/save/open documents ▪ Create headers & footers ▪ File management 		35	<ul style="list-style-type: none"> – Demonstration – Reinforcement drills – MicroType Lessons – MicroPace Lessons 	<ul style="list-style-type: none"> – Daily work – In-class assignments – Teacher observation – Ultra Key Checklists – MicroType Lessons – MicroPace Lessons 	<ul style="list-style-type: none"> – Textbook – MicroType – MicroPace – Freelytypinggames.net – Microsoft Word 2010 – Computer & Projector
Ongoing keyboard mastery	<ul style="list-style-type: none"> ▪ 1-minute timings ▪ 3-minute timings 		Throughout quarter—each part of class hour	<ul style="list-style-type: none"> – Practice timings 	<ul style="list-style-type: none"> – Timed writings 1minute and 3 minute – MicroType Lessons – MicroPace Lessons 	<ul style="list-style-type: none"> – Textbook – Freelytypinggames.net
Numeric/Symbol mastery	<ul style="list-style-type: none"> ▪ Touch mastery of numeric and symbol keyboard. 		6	<ul style="list-style-type: none"> – Demonstration – Reinforcement drills 	<ul style="list-style-type: none"> – Quiz over spacing – Performance product 	<ul style="list-style-type: none"> – Textbook – MicroType – MicroPace –
Word processing skills	<ul style="list-style-type: none"> ▪ Create and name new document ▪ Edit document ▪ Open/save/close document ▪ Spell check document ▪ Proofread document ▪ Print document ▪ Undo/redo ▪ Select/delete ▪ Copy, Paste, Cut, Drag and Drop ▪ Character formatting ▪ Paragraph formatting ▪ Date and time ▪ Page numbers ▪ Page breaks ▪ Alignments—left, center, right ▪ Tabs ▪ Proofreading symbols ▪ Comments ▪ Bullets ▪ Toolbars ▪ Find and replace ▪ Thesaurus ▪ Hyphenation ▪ Vertical Centering 		5	<ul style="list-style-type: none"> – Application exercises – Demonstration 	<ul style="list-style-type: none"> – Performance product – Edit performance product – Quiz over proofreading symbols 	<ul style="list-style-type: none"> – Textbook – Microsoft Word 2010 – Computer & Projector

Formatting letters and envelopes	<ul style="list-style-type: none"> ▪ Format personal-business letter ▪ Format business letter ▪ Format small and large envelopes ▪ Format letterhead 		7	<ul style="list-style-type: none"> – Application Exercises – Demonstration – Handouts 	<ul style="list-style-type: none"> – Performance products – Quiz over letter parts – Quiz over letter formatting 	<ul style="list-style-type: none"> – Textbook – Microsoft Word 2010 – Computer & Projector
Formatting reports	<ul style="list-style-type: none"> ▪ MLA style & APA style ▪ Footnotes ▪ Endnotes ▪ Unbound ▪ Leftbound ▪ Topbound ▪ Textual citations ▪ Title page ▪ Reference page ▪ Bibliography page. 		10	<ul style="list-style-type: none"> – Application Exercises – Demonstration – Handouts 	<ul style="list-style-type: none"> – Performance product – Quiz over terminology and formatting 	<ul style="list-style-type: none"> – Textbook – Microsoft Word 2010 – Computer & Projector – MLA website – APA website
Formatting tables	<ul style="list-style-type: none"> ▪ Left, center, right, decimal tabs ▪ Main & secondary headings ▪ Gridlines ▪ Borders ▪ AutoFit ▪ Vertical and horizontal centering 		5	<ul style="list-style-type: none"> – Demonstration – Handout 	<ul style="list-style-type: none"> – Performance product 	<ul style="list-style-type: none"> – Textbook – Newspaper – Microsoft Word 2010 – Computer & Projector
Formatting memos	<ul style="list-style-type: none"> ▪ Templates ▪ Custom 		3	<ul style="list-style-type: none"> – Demonstration – Handouts 	<ul style="list-style-type: none"> – Performance product 	<ul style="list-style-type: none"> – Textbook – Microsoft Word 2010 – Computer & Projector
Formatting outlines	<ul style="list-style-type: none"> ▪ Outlined Numbered 		2	<ul style="list-style-type: none"> – Demonstration 	<ul style="list-style-type: none"> – Performance product 	<ul style="list-style-type: none"> – Textbook – Microsoft Word 2010 – Computer & Projector
Inserting Graphics	<ul style="list-style-type: none"> ▪ Inserting ▪ Resizing ▪ Moving ▪ Wrapping ▪ Copying and pasting. 		2	<ul style="list-style-type: none"> – Demonstration – Handouts 	<ul style="list-style-type: none"> – Performance product 	<ul style="list-style-type: none"> – Textbook – Magazines – Microsoft Word 2010 – Computer & Projector

Evaluation:

Evaluation will be executed through timed writings, technique checklists, written quizzes, and graded projects.

FIRST QUARTER

Technique Checklist	20%
Skill Checks (1-Minute Timings)	40%
Projects	25%
Quizzes	15%

SECOND QUARTER

One Minute Timings	35%
3-Minute Timings	35%
Projects	30%

TIMINGS

Keyboarding - First Quarter																	
Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		Week 9	
						30	98	33	98	35	98	35	98	36	98	37	98
						29	93	32	93	34	93	34	93	35	93	36	93
						28	91	31	92	33	92	33	92	34	92	35	92
						27	89	30	90	32	90	32	90	33	90	34	90
						26	87	29	89	31	89	31	89	32	89	33	89
						25	86	28	88	30	88	30	88	31	88	32	88
						24	85	27	87	29	87	29	87	30	87	31	87
						23	83	26	86	28	86	28	86	29	86	30	86
						22	81	25	84	27	83	27	83	28	83	29	83
						21	79	24	82	26	80	26	80	27	80	28	80
						20	77	23	80	25	77	25	77	26	77	27	77
						19	76	22	77	24	76	24	76	25	76	26	76
						18	74	21	76	23	75	23	75	24	75	25	75
						17	72	20	74	22	74	22	74	23	74	24	74
						16	70	19	72	21	72	21	72	22	72	23	72
						15	68	18	70	20	70	20	70	21	70	22	70
						14	66	17	68	19	68	19	68	20	68	21	68
								16	66	18	66	18	66	19	66	20	66

Keyboarding - Second Quarter																	
Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		Week 9	
37	98	38	98	39	98	40	98	41	98	42	98	43	98	44	98	45	98
36	93	37	93	38	93	39	93	40	93	41	93	42	93	43	93	44	93
35	92	36	92	37	91	38	91	39	91	40	91	41	91	42	91	43	91
34	91	35	91	36	89	37	89	38	89	39	89	40	89	41	89	42	89
33	89	34	89	35	87	36	87	37	87	38	87	39	87	40	87	41	87
32	87	33	87	34	86	35	86	36	86	37	86	38	86	39	86	40	86
31	86	32	86	33	85	34	85	35	85	36	85	37	85	38	85	39	85
30	84	31	84	32	84	33	84	34	84	35	84	36	84	37	84	38	84
29	81	30	81	31	81	32	81	33	81	34	81	35	81	36	81	37	81
28	79	29	79	30	79	31	79	32	79	33	79	34	79	35	79	36	79
27	77	28	77	29	78	30	78	31	78	32	78	33	78	34	78	35	78
26	76	27	76	28	77	29	77	30	77	31	77	32	77	33	77	34	77
25	74	26	74	27	76	28	76	29	76	30	76	31	76	32	76	33	76
24	72	25	72	26	74	27	74	28	74	29	74	30	74	31	74	32	74
23	70	24	70	25	72	26	72	27	72	28	72	29	72	30	72	31	72
22	68	23	68	24	70	25	70	26	70	27	70	28	70	29	70	30	70
21	66	22	66	23	68	24	68	25	68	26	68	27	68	28	68	29	68
				22	66	23	66	24	66	25	66	26	66	27	66	28	66

Materials to be Used in the Classroom

Textbook:

- Thomson South-Western: *Keyboarding and Formatting. Lessons 1-60, Microsoft Word 2010* - VanHuss, Ford, Woo (2008)

Software:

- Microsoft Word
- MicroType 5
- MicroPace 3

Additional References:

- Handouts from current magazines, newspapers, Internet, mailings
- www.freetypinggames.net

Last updated:

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