

Keyboarding Applications: Grades 7, 8

Adopted 2006

Improving Keyboarding Skills

1.1 Define terminology

1. Prepare a list of terms with definitions [1.1.1](#)
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1.2 Identify proper techniques

1. Use correct fingers; maintain correct posture; correct arm, hand, & finger position; eyes on copy [1.2.1](#)
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1.3 Identify methods for improving keystroking speed and control

1. Demonstrate improved keying technique and speed through timed writings [1.3.1](#)
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1.4 Identify errors on a document, using proofreader's marks

1. Correct errors on a document [1.4.1](#)
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Formatting Letters and Envelopes

2.1 Define terminology

1. Prepare a list of terms with definitions [2.1.1](#)
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2.2 Explain letter formatting skills

1. Key letters in various styles [2.2.1](#)
 2. Key letters with special features, such as attention line, enclosure notation, subject line, copy notation, and second-page heading [2.2.2](#)
 3. Key letters with enumerations [2.2.3](#)
 4. Key two-page letter [2.2.4](#)
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2.3 Explain envelope formatting skills

1. Prepare envelope for a corresponding letter, using available software [2.3.1](#)
 2. Print envelope for corresponding letter, using available software [2.3.2](#)
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Formatting Memorandums & E-mails

3.1 Define terminology

1. Prepare a list of terms with definitions [3.1.1](#)

3.2 Explain memorandum formatting skills

1. Identify the parts of a memorandum [3.2.1](#)
 2. Key a standard memorandum [3.2.2](#)
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3.3 Explain e-mail formatting skills

1. Identify the parts of an e-mail [3.3.1](#)
 2. Key a standard e-mail [3.3.2](#)
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Formatting Reports

4.1 Define terminology

1. Prepare a list of terms with definitions [4.1.1](#)
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4.2 Explain report formatting skills

1. Key unbound reports [4.2.1](#)
 2. Key reports with long quotes [4.2.2](#)
 3. Key reports with enumerated items [4.2.3](#)
 4. Key reports with side and paragraph headings [4.2.4](#)
 5. Key reports with various types of references, including a bibliography, endnotes, and works cited [4.2.5](#)
 6. Key multipage reports with second-page headings [4.2.6](#)
 7. Key a title page for a report [4.2.7](#)
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Formatting Tables

5.1 Define terminology

1. Prepare a list of terms with definitions [5.1.1](#)
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5.2 Explain table formatting

1. Key a multicolumn table [5.2.1](#)
 2. Key a multicolumn table with main, secondary, and column headings [5.2.2](#)
 3. Key a multicolumn table with main, secondary, and multicolumn headings [5.2.3](#)
 4. Key a multicolumn table with source notes [5.2.4](#)
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Formatting Special Forms & Employment Documents

6.1 Define terminology

1. Prepare a list of terms with definitions [6.1.1](#)
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6.2 Explain the elements of a résumé

1. Key a résumé [6.2.1](#)
2. Compose a personal résumé [6.2.2](#)

6.3 Explain the elements of a letter of application

1. Key a letter of application [6.3.1](#)
2. Compose a personal letter of application [6.3.2](#)

6.4 Explain an application for employment form

1. Complete an application for employment [6.4.1](#)
2. Practice completion of personal application forms [6.4.2](#)

6.5 Explain the elements of a follow-up letter

1. Key a follow-up letter [6.5.1](#)
2. Compose a personal follow-up letter [6.5.2](#)