Arkansas CTE

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

1.2 Identify proper techniques

1. Use correct fingers; maintain correct posture; correct arm, hand, & finger position; eyes on copy 1.2.1

1.3 Identify methods for improving keystroking speed and control

1. Demonstrate improved keying technique and speed through timed writings 1.3.1

1.4 Identify errors on a document, using proofreader's marks

1. Correct errors on a document 1.4.1

Formatting Letters and Envelopes

2.1 Define terminology

1. Prepare a list of terms with definitions 2.1.1

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

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

Formatting Me ma

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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

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

Formatting Reports

4.1 Define terminology

1. Prepare a list of terms with definitions 4.1.1

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

Formatting Tables

5.1 Define terminology

1. Prepare a list of terms with definitions 5.1.1

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

Formatting Special Forms & Employment Documents

6.1 Define terminology

1. Prepare a list of terms with definitions 6.1.1

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

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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