

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

KEYBOARDING

Review: Chapter 6 – Handwriting Tools

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# Digital Pen



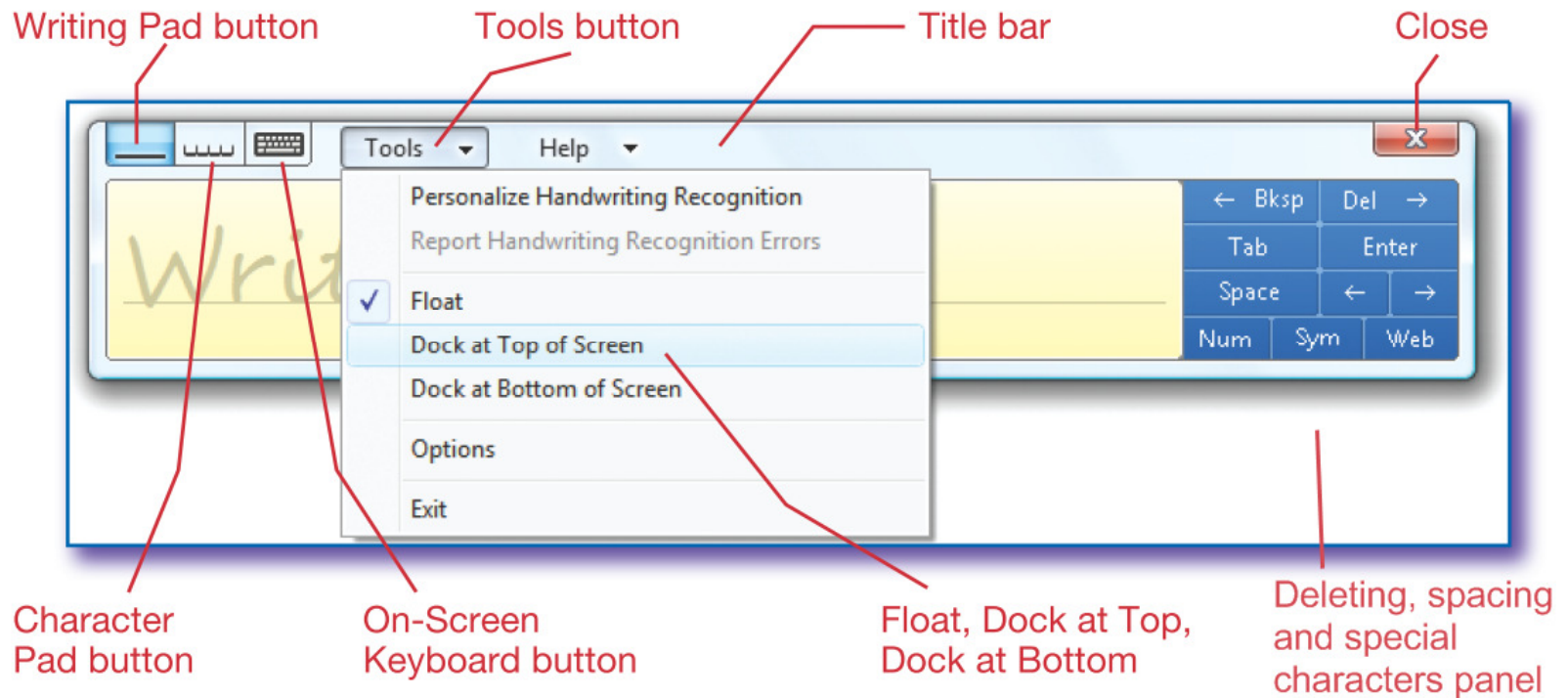
Common pen pointer shapes



Table 6.1 Basic Pen Skills

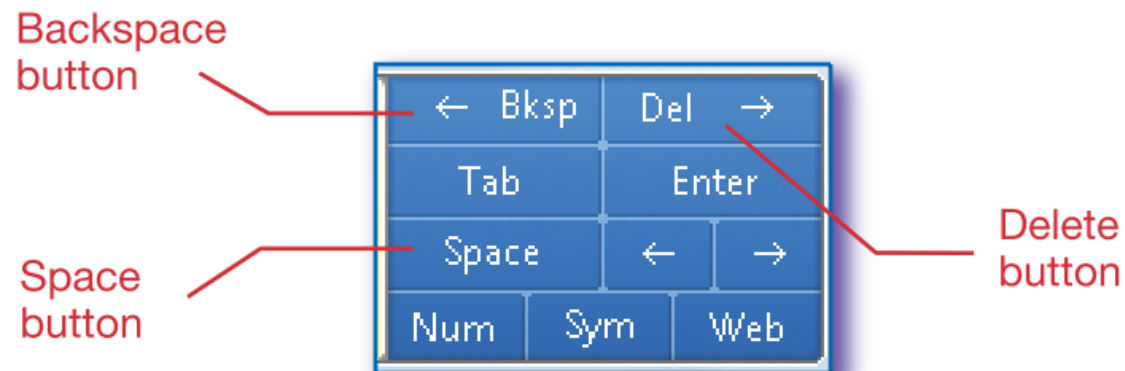
Pen Action	Description	Mouse Action
<b>Tap</b>	Touch your pen on the screen or tablet and lift up quickly	Like a single mouse click
<b>Double-tap</b>	Quickly tap the screen or tablet twice on the same spot.	Like double-clicking with a mouse
<b>Touch and drag</b>	Touch the screen or tablet and move the pen while gently maintaining contact with the surface.	Like clicking and dragging with a mouse
<b>Tap, touch, and drag</b>	The first tap selects a graphic or activates an inactive window. The next touch-and-drag action moves or resizes windows and graphics.	Like clicking the object once and clicking it again while holding down the mouse button to move or resize an object

# Input Panel



# Making Corrections

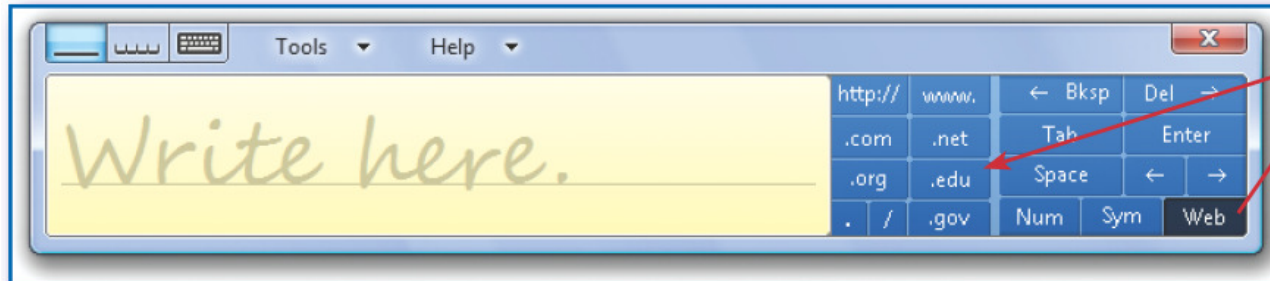
- Switch erase method
- Change preview word on the Input Panel
- Input Panel corrections:



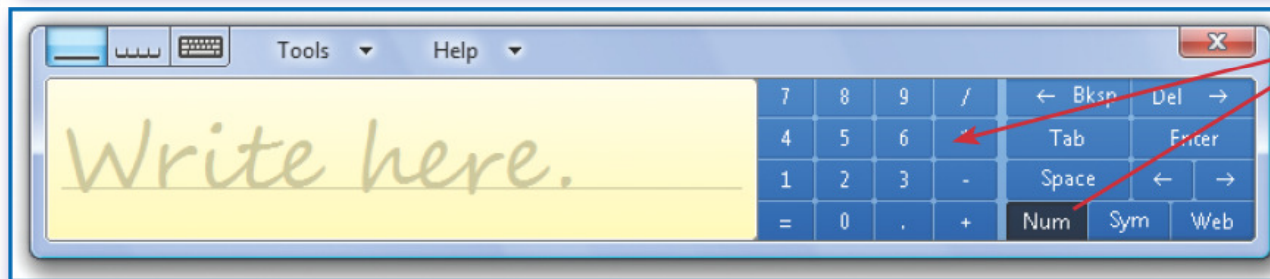
# Handtyping Tips

- Separate words by at least 1/2 inch of blank space.
- Enter punctuation marks immediately after a word.
- Do not try to write too many words on a line.
- When you have finished writing, send the text by tapping the appropriate command.

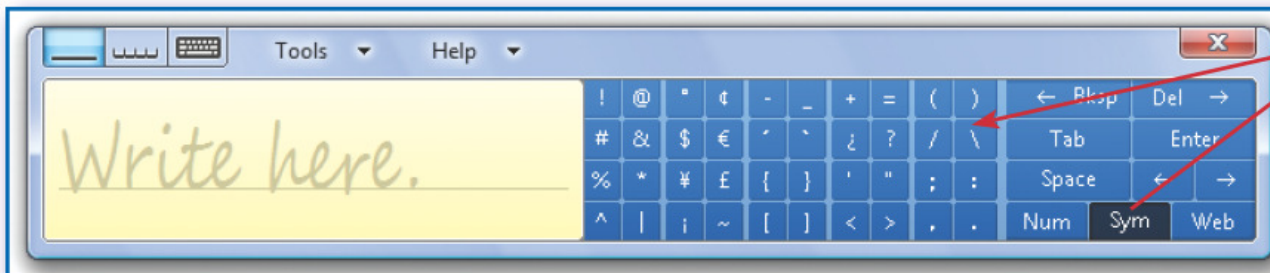
# Alternative Input Methods



Web tools button and panel



Num tools button and panel



Sym tools button and panel

# Keyboard Shortcuts

**CHART 6.3 KEYBOARD SHORTCUTS**

<b>Command</b>	<b>Action</b>
CTRL + b	Applies <b>bold</b> format
CTRL + i	Applies <i>italic</i> format
CTRL + u	Applies <u>underline</u> format
CTRL + X	Cut selected text
CTRL + c	Copy selected text
CTRL + v	Paste copied or cut text
CTRL + z	Undo an action or paste
CTRL + e	Center selected text

# Review Question

1. Which of the following is not a button on the basic Input Panel?
  - a. Backspace
  - b. All caps
  - c. Tab
  - d. ← (left arrow key)

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.



# ANSWER

1. Which of the following is not a button on the basic Input Panel?
  - a. All caps
  - b. Backspace
  - c. Tab
  - d. ← (left arrow key)

# Review Question

2. All of the following are used to edit handtyping except:
- a. On-screen keyboards
  - b. Digital ink
  - c. Swish erase
  - d. Input Panel

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

2. All of the following are used to edit handtyping except:
- a. On-screen keyboards
  - b. Digital ink
  - c. Swish erase
  - d. Input Panel

# Review Question

3. CONTROL-Z is the keyboard shortcut for which action?
  - a. Cut
  - b. Undo an action
  - c. Paste
  - d. Center selected text

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

3. CONTROL-Z is the keyboard shortcut for which action?
- a. Cut
  - b. Undo an action
  - c. Paste
  - d. Center selected text

# Review Question

4. Which mouse action is like a tap, touch and drag with a digital pen?
- a. Clicking and dragging
  - b. Single mouse click
  - c. Click, then click and drag
  - d. Double mouse click

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

4. Which mouse action is like a tap, touch and drag with a digital pen?
  - a. Clicking and dragging
  - b. Single mouse click
  - c. Click, then click and drag
  - d. Double mouse click

# Review Question

5. Which statement about handtyping is not true?
- a. Separate words by 1/2" or more of space
  - b. Include no more than 6 words on a handtyped line
  - c. Send handtyped text to a document by tapping the Insert button
  - d. Enter punctuation marks close to the preceding word.

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.



# ANSWER

5. Which statement about handtyping is not true?
- a. Separate words by 1/2" or more of space
  - b. Include no more than 6 words on a handtyped line
  - c. Send handtyped text to a document by tapping the Insert button
  - d. Enter punctuation marks close to the preceding word.