

Unit 2 Keyboarding

Chapter Review Activities

Note that activities provided at the end of each chapter in this unit will help students:

- Review the concepts they have learned;
- Apply the software skills they have learned;
- Improve their keyboarding skills;
- Learn about business trends and issues;
- Improve math and communication skills;
- Develop career-related skills.

Chapter 4 Letter Keys

Chapter Objectives

Discuss the Chapter 4 objectives with students:

- Learn to input data using the keyboard.
- Learn to key the letter keys.
- Learn to use other keys such as ENTER, TAB, and BACKSPACE.
- Practice correct and safe keying techniques.
- Improve speed and accuracy using the letter keys.
- Use basic features of *Microsoft Word*.

Web Resources

Review the activities for Chapter 4 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Sort It Out, Keying Position and Technique
- *PowerPoint* Reviews
- More Activities
 - Chapter 4 Supplemental Activity, Unscramble Words

Slides

Preview the *PowerPoint* slides for Chapter 4 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

ExamView test for Chapter 4

Lesson 15 Home Keys (fdsa jkl;)

Lesson Objectives

Discuss the Lesson 15 objectives with students:

- Learn control of home keys (**fdsa jkl;**).
- Learn control of Space Bar and ENTER key.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 15 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

home keys	The keys where you place your fingers to begin keying: a s d f for left hand and j k l ; for right hand
Space Bar	Key used to place a space between words
ENTER	Key used to return the insertion point to the left margin and move it down one line
margin	The blank space between the edge of the paper and the print
single-space	Tapping the ENTER key once to move the insertion point down one line
double-space	Tapping the ENTER key twice to move the insertion point down two lines

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 15.
2. Have students complete the activities in order:
 - 15A Learn: Work- Area Arrangement*
 - 15B Learn: Keying Position*
 - 15C Learn: Home-Key Position*

15D Learn: Keystroking and Space Bar
15E Practice: Keystroking and Space Bar
15F Learn: ENTER Key
15G Practice: Home Keys and Space Bar
15H Practice: ENTER Key

Lesson 16 Review

Lesson Objectives

Discuss the Lesson 16 objectives with students:

- Review control of home keys (**fdsa jkl;**).
- Review control of Space Bar and ENTER.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 16.
2. Have students complete the activities in order:
 - 16A Review: Work-Area Arrangement and Keying Position*
 - 16B Review: Home-Key Position*
 - 16C Practice: Home Keys and Space Bar*
 - 16D Practice: ENTER Key*
 - 16E Practice: Key Words*
 - 16F Learn: End-of-Class Routine*

Lesson 17 New Keys h and e

Lesson Objectives

Discuss the Lesson 17 objectives with students:

- Learn reach technique for **h** and **e**.

- Combine **h** and **e** smoothly with home keys.

Data Files

- *DF 17 Checksheet*

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 17.
2. Have students complete the activities in order:
17A Practice: Warmup
17B Learn: Plan for Learning New Keys
3. Discuss the Standard Plan for Learning New Keys section with students. Then have them complete activity *17C Learn: New Keys h and e*.
4. Have students complete activity *17D Practice: Technique Review*. Students are to work in a team. Assign or let students choose teammates. Make the data file needed for this activity available to students.
5. Have students complete activities *17E Practice: Key Mastery* and *17F Apply: Compose Sentences*.

Lesson 18 New Keys i and r

Lesson Objectives

Discuss the Lesson 18 objectives with students:

- Learn reach technique for **i** and **r**.
- Combine **i** and **r** smoothly with home keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 18.
2. Have students complete the activities in order:
 - 18A Practice: Warmup*
 - 18B Learn: New Keys **i** and **r***
 - 18C Practice: Key Mastery*
 - 18D Apply: Enrichment Activity*

Lesson 19 Review

Lesson Objectives

Discuss the Lesson 19 objectives with students:

- Improve reachstroke control and keying speed.
- Improve technique on Space Bar and ENTER.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 19.
2. Have students complete the activities in order:
 - 19A Practice: Warmup*

19B Practice: Space Bar Technique
19C Practice: ENTER Technique
19D Practice: Key Mastery

Lesson 20 New Keys o and t

Lesson Objectives

Discuss the Lesson 20 objectives with students:

- Learn reach technique for **o** and **t**.
- Combine **o** and **t** smoothly with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 20.
2. Have students complete the activities in order:
 - 20A Practice: Warmup*
 - 20B Learn: New Keys o and t*
 - 20C Practice: Key Mastery*
 - 20D Apply: Enrichment Activity*

Lesson 21 New Keys n and g

Lesson Objectives

Discuss the Lesson 21 objectives with students:

- Learn reach technique for **n** and **g**.
- Combine **n** and **g** smoothly with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 21.
2. Have students complete the activities in order:
 - 21A Practice: Warmup*
 - 21B Learn: New Keys **n** and **g***
 - 21C Practice: ENTER Key Technique*
 - 21D Practice: Key Mastery*
 - 21E Apply: Compose Sentences*

Lesson 22 New Keys Left Shift and period (.)

Lesson Objectives

Discuss the Lesson 22 objectives with students:

- Learn reach technique for **Left Shift** and **.** (**period**).
- Combine **Left Shift** and **.** (**period**) smoothly with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 22.
2. Have students complete the activities in order:
 - 22A Practice: Warmup*
 - 22B Learn: New Keys **Left Shift** and **.** (period)*
 - 22C Practice: ENTER Key Technique*
 - 22D Practice: Key Mastery*
 - 22E Apply: Enrichment Activity*

Lesson 23 Review

Lesson Objectives

Discuss the Lesson 23 objectives with students:

- Improve use of **Space Bar**, **Left Shift**, and **ENTER**.
- Improve keying speed on words, phrases, and sentences.

Data Files

- *DF 23 Checksheet*

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 23.
2. Have students complete the activities in order:
 - 23A Practice: Warmup*
 - 23B Practice: Key Mastery*
 - 23C Practice: ENTER Key Technique*
 - 23D Practice: Increase Speed*

3. Have students complete activity *23E Practice: Technique Review*. Students are to work in a team. Assign or let students choose teammates. Make the data file needed for this activity available to students.

Lesson 24 New Keys *u* and *c*

Lesson Objectives

Discuss the Lesson 24 objectives with students:

- Learn reach technique for **u** and **c**.
- Combine **u** and **c** smoothly with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 24.
2. Have students complete the activities in order:
 - 24A Practice: Warmup*
 - 24B Learn: New Keys **u** and **c***
 - 24C Practice: Key Mastery*
 - 24D Apply: Critical Thinking Activity*

Lesson 25 New Keys *w* and **RIGHT SHIFT**

Lesson Objectives

Discuss the Lesson 25 objectives with students:

- Learn reach technique for **w** and **Right Shift**.
- Combine **w** and **Right Shift** with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 25.
2. Have students complete the activities in order:
 - 25A Practice: Warmup*
 - 25B Learn: New Keys **w** and **Right Shift***
 - 25C Practice: Key Mastery*
 - 25D Apply: Spacing with Punctuation*

Lesson 26 New Keys **b** and **y**

Lesson Objectives

Discuss the Lesson 26 objectives with students:

- Learn reach technique for **b** and **y**.
- Combine **b** and **y** with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 26 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

standard word	In keyboarding, five characters (letters, numbers, symbols, or spaces)
gross words a minute (<i>gwam</i>)	The number of standard words keyed in 1'

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 26.
2. Have students complete the activities in order:
 - 26A Practice: Warmup*
 - 26B Learn: New Keys **b** and **y***
 - 26C Practice: Space Bar Technique*
 - 26D Practice: ENTER Key Technique*
 - 26E Learn: Find Words Keyed Score*

Lesson 27 Review

Lesson Objectives

Discuss the Lesson 27 objectives with students:

- Improve spacing, shifting, and entering.
- Increase keying control and speed.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 27.
2. Have students complete the activities in order:
 - 27A Practice: Warmup*
 - 27B Practice: Space Bar and SHIFT Keys*
 - 27C Apply: Check Speed*
 - 27D Practice: Speed Building*
3. Have students complete activity *27E Apply: Critical Thinking*. Students are to work in a team. Assign or let students choose teammates.

Lesson 28 New Keys **m** and **x**

Lesson Objectives

Discuss the Lesson 28 objectives with students:

- Learn reach technique for **m** and **x**.
- Combine **m** and **x** with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 28.
2. Have students complete the activities in order:
 - 28A Practice: Warmup*
 - 28B Learn: New Keys **m** and **x***
 - 28C Practice: Key Mastery*
 - 28D Apply: Spacing with Punctuation*

28E Apply: Critical Thinking

Lesson 29 New Keys p and v

Lesson Objectives

Discuss the Lesson 29 objectives with students:

- Learn reach technique for **p** and **v**.
- Combine **p** and **v** with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 29.
2. Have students complete the activities in order:
 - 29A Practice: Warmup*
 - 29B Learn: New Keys p and v*
 - 29C Practice: Key Mastery*
 - 29D Practice: SHIFT and ENTER Key Technique*
 - 29E Apply: Critical Thinking Activity*

Lesson 30 New Keys q and , (comma)

Lesson Objectives

Discuss the Lesson 30 objectives with students:

- Learn reach technique for **q** and **, (comma)**.
- Combine **q** and **, (comma)** with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 30.
2. Have students complete the activities in order:
 - 30A Practice: Warmup*
 - 30B Learn: New Keys **q** and **,** (**comma**)*
 - 30C Practice: Key Mastery*
 - 30D Practice: Spacing with Punctuation Technique*
 - 30E Apply: Critical Thinking*

Lesson 31 Review

Lesson Objectives

Discuss the Lesson 31 objectives with students:

- Learn to key block paragraphs.
- Improve keying technique and speed.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 31.
2. Have students complete the activities in order:
 - 31A Practice: Warmup*
 - 31B Learn: Block Paragraphs*
 - 31C Practice: Check Keying Speed*
 - 31D Practice: Build Speed*
3. Have students complete activity *31E Apply: Critical Thinking*. Students need access to the Internet to complete this activity.

Lesson 32 New Keys **z** and **:** (colon)

Lesson Objectives

Discuss the Lesson 32 objectives with students:

- Learn reach technique for **z** and **:** (**colon**).
- Combine **z** and **:** (**colon**) with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 32.
2. Have students complete the activities in order:
 - 32A Practice: Warmup*
 - 32B Learn: New Keys **z** and **:** (**colon**)*
 - 32C Practice: Key Mastery*
 - 32D Practice: Key Block Paragraphs*

Lesson 33 New Keys CAPS LOCK and ? (question mark)

Lesson Objectives

Discuss the Lesson 33 objectives with students:

- Learn reach technique for CAPS LOCK and ? (question mark).
- Combine CAPS LOCK and ? (question mark) with all other learned keys.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 33 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

CAPS LOCK	A key used to key a series of capital letters
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Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 33.
2. Have students complete the activities in order:
 - 33A Practice: Warmup*
 - 33B Learn: New Keys CAPS LOCK and ? (question mark)*
 - 33C Practice: Key Mastery*
 - 33D Practice: Key Block Paragraphs*

Lesson 34 New Keys TAB and BACKSPACE

Lesson Objectives

Discuss the Lesson 34 objectives with students:

- Learn reach technique for TAB key and BACKSPACE.
- Improve and check keying speed.

Data Files

None

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 34 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

BACKSPACE	A key used to delete characters to the left of the insertion point
TAB	A key used to move the insertion point to a specific location on the line

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 34.
2. Have students complete the activities in order:
 - 34A Practice: Warmup*
 - 34B Learn: New Key BACKSPACE*
 - 34C Learn: New Key TAB*
 - 34D Practice: TAB and BACKSPACE*
 - 34E Apply: Check Speed*
 - 34F Apply: Critical Thinking*

Chapter Review

Data Files

- *DF C04 Payroll*
- *DF C04 Business*
- *DF C04 Art and Music*
- *DF C04 Career*

Vocabulary Terms

The vocabulary terms from the *Across the Curriculum* activities and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections.

overtime	The number of hours worked beyond 40 hours in a week
regular pay	The number of regular hours worked times your regular hourly rate
overtime pay	The number of overtime hours worked times your overtime pay rate
overtime hourly rate	A multiple of your regular pay rate, such as 1.5 or 2 times your regular pay rate
gross pay	The sum of the regular pay and overtime pay
net pay	The difference between gross pay and the deductions

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Discuss the *Academic Connections, Math and Personal Finance: Payroll* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
3. Discuss the *About Business, Market Economy* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
4. Discuss the *Life Success Builder, Art and Music versus Your Career* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students. Students need access to the Internet to complete this activity.
5. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students need access to the Internet to complete this activity.