Chapter 5 Number and Symbol Keys

Chapter Objectives

Discuss the Chapter 5 objectives with students:
- Learn to input data using the keyboard.
- Learn to key the number and symbol keys.
- Learn to use the numeric keypad to enter numbers.
- Practice correct and safe keying techniques.
- Improve keying speed and accuracy.
- Use basic features of *Microsoft Word*.

Web Resources

Review the activities for Chapter 5 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Sort It Out, Preventing Injury
- *PowerPoint* Reviews
- More Activities
  - o Chapter 5 Supplemental Activity, Practice Proofreaders' Marks
- References

Slides

Preview the *PowerPoint* slides for Chapter 5 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

Exam*View* test for Chapter 5

Lesson 35 New Keys 8 and 1

Lesson Objectives

Discuss the Lesson 35 objectives with students:
- Learn reach technique for **8** and **1**.
- Improve skill on straight-copy sentences.
- Learn to key rough-draft copy.

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 35.
2. Have students complete the activities in order:
   35A Practice: Warmup
   *35B Learn: New Keys **8** and **1***
   35C Learn: Rough-Draft Copy
   35D Practice: Balanced-Hand Sentences
   35E Apply: Timed Writing

Lesson 36 New Keys 9 and 4

Lesson Objectives

Discuss the Lesson 36 objectives with students:
- Learn reach technique for **9** and **4**.
- Learn to key from script copy.

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 36.
2. Have students complete the activities in order:
   36A Practice: Warmup
   *36B Learn: New Keys **9** and **4***
   36C Learn: Handwritten Copy (Script)
   36D Practice: Keying Technique

Lesson 37 New Keys 0 and 5

Lesson Objectives

Discuss the Lesson 37 objectives with students:
- Learn reach technique for **0** and **5**.
- Improve skill at keying copy with numbers.

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 37.

2. Have students complete the activities in order:

    37A Practice: Warmup
    37B Learn: New Keys 0 and 5
    37C Practice: Keying Numbers
    37D Apply: Timed Writing

3. Have students complete activity *37E Apply: Team Activity*. Students are to work in a team. Assign or let students choose teammates. Students need access to the Internet to complete this activity.

Lesson 38 New Keys 7 and 3

Lesson Objectives

Discuss the Lesson 38 objectives with students:
*   Learn reach technique for **7** and **3**.
*   Improve skill at keying copy with numbers.

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 38.
2. Have students complete the activities in order:

    38A Practice: Warmup
    38B Learn: New Keys 7 and 3
    38C Practice: Tab Key
    38D Practice: Keying Technique
    38E Apply: Compose Sentences

Lesson 39 New Keys 6 and 2

Lesson Objectives

Discuss the Lesson 39 objectives with students:

- Learn reach technique for **6** and **2**.
- Improve skill at keying copy with numbers.

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 39.
2. Have students complete the activities in order:
   39A Practice: Warmup
   *39B Learn: New Keys **6** and **2***
   39C Practice: Keying Numbers
   39D Practice: Timed Writing

Lesson 40 Review

Lesson Objectives

Discuss the Lesson 40 objectives with students:
- Improve your keying techniques.
- Increase 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

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 40.
2. Have students complete the activities in order:

   40A Practice: Warmup
   40B Practice: Keying Technique
   40C Practice: Speed Forcing Drill
   40D Apply: Timed Writing

Lesson 41 New Keys / and $

Lesson Objectives

Discuss the Lesson 41 objectives with students:
- Learn reach technique for **/** and **$**.
- Combine **/** and **$** with other 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 41.
2. Have students complete the activities in order:

   41A Practice: Warmup
   41B Learn: New Keys / and $
   41C Practice: Keying Technique
   41D Practice: Keying Script

41E Apply: Enrichment Activity

Lesson 42 New Keys % and -

Lesson Objectives

Discuss the Lesson 42 objectives with students:
- Learn reach technique for **%** and **-**.
- Combine **%** and **-** with other 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 42.
2. Have students complete the activities in order:

   42A Practice: Warmup
   42B Learn: New Keys % and -
   42C Practice: Keying Technique
   42D Apply: Timed Writing

Lesson 43 New Keys # and &

Lesson Objectives

Discuss the Lesson 43 objectives with students:
- Learn reach technique for **#** and **&**.
- Combine **#** and **&** with other 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 43.
2. Have students complete the activities in order:
   43A Practice: Warmup
   43B Learn: New Keys # and &
   43C Practice: Speed Forcing Drill
3. Have students complete activity *43D Apply: Critical Thinking*. Students are to work with a partner. Assign or let students choose partners.
4. Have students complete activity *43E Apply: Timed Writing*.

Lesson 44 New Keys (and)

Lesson Objectives

Discuss the Lesson 44 objectives with students:
• Learn reach technique for (and).
• Combine (and) with other 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 44.
2. Have students complete the activities in order:

   44A Practice: Warmup
   44B Learn: New Keys (and)
   44C Practice: Keying Numbers
   44D Apply: Timed Writing

Lesson 45 New Keys ' and "

Lesson Objectives

Discuss the Lesson 45 objectives with students:
- Learn reach technique for **'** and **"**.
- Combine **'** and **"** with other 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 45 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

ergonomics	The study of how a person's work environment and tools affect the person

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 45.
2. Have students complete the activities in order:

   45A Practice: Warmup
   45B Learn: New Keys ' and "

45C Practice: Keying Technique
45D Apply: Build Speed

3. Have students read the section on Ergonomics.

*Lesson 46 New Keys _ and ***

Lesson Objectives
Discuss the Lesson 46 objectives with students:
*   Learn reach technique for _ and *****.
*   Combine _ and * with other 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 46 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

repetitive stress injury (RSI)	A condition that is a result of repeated movement of a particular part of the body
carpal tunnel syndrome (CTS)	A form of RSI that affects keyboard users, causing numbness or pain in the hand, wrist, elbow, or shoulder

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 46.
2. Have students complete the activities in order:
    46A Practice: Warmup
    *46B Learn: New Keys _ and ***
    46C Practice: Keying Numbers
    46D Apply: Build Speed
3. Have students read the section on Repetitive Stress Injury.

Lesson 47 New Keys @ and +

Lesson Objectives

Discuss the Lesson 47 objectives with students:
- Learn reach technique for @ and +.
- Combine @ and **+** with other 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 47.
2. Have students complete the activities in order:

    47A Practice: Warmup
    47B Learn: New Keys @ and +
    47C Practice: Speed Forcing Drill
    47D Apply: Compose Sentences
    47E Apply: Timed Writing

*Lesson 48 New Keys ! and *

Lesson Objectives

Discuss the Lesson 48 objectives with students:
- Learn reach technique for **!** and ****.
- Combine **!** and **** with other 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 48.
2. Have students complete the activities in order:

    48A Practice: Warmup
    *48B Learn: New Keys ! and *
    48C Apply: Build Speed
    48D Practice: Keying Numbers & Symbols
    48E Learn: Finger Gymnastics

Lesson 49 New Keys = and [ ]

Lesson Objectives

Discuss the Lesson 49 objectives with students:
*   Learn reach technique for **=** and **[ ]**.
*   Combine **=** and **[ ]** with other 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 49.
2. Have students complete the activities in order:

    49A Practice: Warmup
    49B Learn: New Keys = and [ ]
    49C Practice: Speed Forcing Drill
    49D Apply: Timed Writing

Lesson 50 New Keys > and <

Lesson Objectives

Discuss the Lesson 50 objectives with students:
*   Learn reach technique for **>** and **<**.
*   Combine **>** and **<** with other 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 50.
2. Have students complete the activities in order:

    50A Practice: Warmup
    50B Learn: New Keys > and <
    50C Practice: Speed Forcing Drill
    50D Apply: Timed Writing

Lesson 51 Numeric Keypad 4, 5, 6, 0

Lesson Objectives

Discuss the Lesson 51 objectives with students:
*   Learn numeric keypad operating position.
*   Learn to access the *Calculator* program.
*   Learn reachstrokes for **4, 5, 6,** and **0**.

Data Files

None

Software Features

The *Calculator* program is introduced in this lesson. Make sure that students are able to access it correctly. Remind students that they may need to tap the NUM LOCK key to use the *Calculator* program properly.

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 51.
2. Have students complete the activities in order:
    51A Learn: Numeric Keypad Operating Position
    51B Learn: How to Access the Calculator Program
    51C Learn: 4, 5, 6, and 0 (home keys)

Lesson 52 Numeric Keypad 7, 8, 9

Lesson Objectives

Discuss the Lesson 52 objectives with students:
*   Learn reachstrokes for **7, 8,** and **9**.
*   Combine the **7, 8,** and **9** keys with other 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 52.
2. Have students complete activity *52A Practice: Home Keys*. Then have them complete activity *52B Learn: 7, 8, and 9*.

Lesson 53 Numeric Keypad 1, 2, 3

Lesson Objectives

Discuss the Lesson 53 objectives with students:
- Learn reachstrokes for **1, 2,** and **3**.
- Combine the **1, 2,** and **3** keys with other 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 53.
2. Have students complete activity *53A Practice: Warmup*. Then have them complete activity *53B Learn: 1, 2, and 3*.

Lesson 54 Subtraction and Multiplication

Lesson Objectives

Discuss the Lesson 54 objectives with students:
- Learn subtraction on the numeric keypad.
- Learn multiplication on the numeric keypad.

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 54.
2. Have students complete activity *54A Practice: Numeric Keypad Keys*. Then have them complete activities *54B Learn: Subtraction* and *54C Learn: Multiplication.*

Lesson 55 Division and Math Problems

Lesson Objectives

Discuss the Lesson 55 objectives with students:
- Learn division on the numeric keypad.
- Learn to complete math problems on the numeric keypad.

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 55.
2. Have students complete activity *55A Practice: Numeric Keypad Keys*. Then have them complete activity *55B Learn: Division*.

3. Have students complete activity *55C Learn: Math Problems*. Students are to work in a team. Assign or let students choose teammates.

Chapter Review

Data Files

*   *DF C05 Apostrophes*
*   *DF C05 Business*
*   *DF C05 Job Discrimination*
*   *DF C05 Earnings*

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.

demand	The amount of a product or service consumers are able and willing to buy
supply	The amount of a product or service producers (companies) are willing and able to offer for sale
market price	The price at which consumers are willing to buy and producers are willing to sell a product
discrimination	The unfair treatment of people due to factors such as race, ethnic group, age, religion, disability, or gender

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, Communications: Apostrophe* section with students. Have them follow the steps provided to complete the activities. Make the data files needed for this activity available to students.
3. Discuss the *About Business, Demand and Supply* 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, Employment Discrimination* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
5. Discuss the *Life Success Builder, Reading: Read an Earnings Statement* section with students. Have them follow the steps provided to complete the activities. Make the data files needed for this activity available to students.

6. 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.