

Unit 3 Alternative Input Technologies

Unit Objectives

Discuss the Unit 3 objective with students:

- Learn to use new technology to input data.

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 6 Handwriting Tools

Chapter Objectives

Discuss the Chapter 6 objectives with students:

- Learn about handwriting DigiTools
- Write and take notes with digital ink.
- Write with cursive and printed characters.
- Access the Input Panel.
- Turn handwriting into typed text and correct handtyping errors.
- Use on-screen keyboard shortcuts.
- Format and edit documents using a digital pen.

Web Resources

Review the activities for Chapter 6 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Beat the Clock, Handwritten Input
- *PowerPoint* Reviews
- More Activities
 - Chapter 6 Supplemental Activity, Practice Handtyping
- Sort It Out, Passwords

Slides

Preview the *PowerPoint* slides for Chapter 6 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

ExamView test for Chapter 6

Lesson 56 Using a Digital Pen

Lesson Objectives

Discuss the Lesson 56 objectives with students:

- Learn about computers and digital tablets that allow handwritten input.
- Learn basic digital pen actions.
- Start and close programs using a digital pen.
- Learn about settings that can be changed for a digital tablet or a Tablet PC.
- Draw images in *Paint* using a digital pen.

Data Files

None

Software Features

The following software features are introduced in Lesson 56:

- Use digital pen and digital tablet or Tablet PC screen
- Adjust setting for digital tablet or Tablet PC
- Draw objects in *Paint* with digital pen

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 56 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

Tablet PC	A powerful notebook computer that allows handwritten input
multi-touch	A superlight, superthin type of computer that you control with your fingertips
PDA (personal digital assistant)	A very small, handheld computer that allows handwritten input
smartphone	A phone with computer powers
digital tablet	A device that attaches to a desktop or laptop computer and allows handwritten input
digital ink	The technology that allows handwritten computer input
digital pen (stylus)	A device used for pointing, drawing, and writing on a special type of computer screen or digital tablet

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 56.
2. Discuss the *Handwriting DigiTools* and *Using a Digital Pen* sections with students. Have them complete activity *56A Learn: Hover around Your Tablet*.
3. Discuss the *Tiptop Tapping Tips* section with students. Have students complete the activities in order:
56B Learn: Tap with a Digital Pen
56C Practice: Open and Close Programs Using a Digital Pen.
56D Apply: Polish Your Penability Skills with Paint.

Lesson 57 Using Handwriting Tools

Lesson Objectives

Discuss the Lesson 57 objectives with students:

- Access the Input Panel.
- Locate the Writing Pad tools and adjust settings.
- Practice handtyping.
- Write for accuracy.
- Use erasing features to delete words.
- Correct handwritten errors using the correction tools.
- Use the Space and Backspace buttons to correct mistakes.

Data Files

None

Software Features

The following software features are introduced in Lesson 57:

- Access the Input Panel
- Handtype using the Writing Pad, using both printed and cursive letters
- Use erasing features to delete words
- Correct handwritten errors using the correction tools
- Use the Space and Backspace buttons to correct mistakes

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 57 and its definition is listed below. Explain the meaning of this term to students as you discuss the appropriate sections of the lesson.

handtyping	Inputting data using handwriting recognition
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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 57.
2. Discuss the *Handwriting Software Tools* section with students. Have them complete activity *57A Learn: Open the Input Panel's Handwriting Tools*.
3. Discuss the *Handtyping*, *Handtyping Tips*, and *Handtyping with Printed Characters* sections with students. Have them complete activity *57B Learn: Practice Printing*. Then have them complete activity *57C Learn: Write and Correct*.
4. Discuss the *Handtyping with Cursive Letters* section with students. Have students complete activity *57D Practice: Handtype Using Cursive Letters*.
5. Discuss the *Erasing Mistakes* section with students. Have students complete activity *57E Learn: Swish Erase Mistakes*.
6. Discuss the *Making Edits* section with students. Have students complete activity *57F Learn: Substitution: a Capital Idea*.
7. Discuss the *Improving Correcting Techniques* section with students. Have students complete activity *57G Practice: Correct Errors*.

Lesson 58 Writing Extras and Perfect Practice

Lesson Objectives

Discuss the Lesson 58 objectives with students:

- Work with the number pad.
- Add special characters.
- Use the on-screen keyboards.
- Practice handtyping an essay.
- Format with the digital pen.
- Copy and paste with the digital pen.
- Use on-screen keyboard shortcuts.

Data Files

None

Software Features

The following software features are introduced in Lesson 58:

- Work with the number pad
- Add special characters
- Use on-screen keyboards
- Format text using a digital pen
- Copy and paste text
- Use on-screen keyboard shortcuts

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 58 and its definition is listed below. Explain the meaning of this term to students as you discuss the appropriate sections of the lesson.

on-screen keyboard	Keys that appear on the computer monitor that you can tap to enter characters
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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 58.
2. Discuss the *Keep Practicing* section with students. Have students complete the activities in this order:
 - 58A Learn: Try Alternative Input Methods*
 - 58B Apply: Handtype a Paragraph*
 - 58C Apply: Correct Your Writing*
 - 58D Apply: Handtype and Make Corrections*
3. Discuss the *On-Screen Keyboards* section with students. Have students complete activity *58E Learn: Use On-Screen Keyboards*.
4. Discuss the *Formatting and Editing with On-Screen Keyboards* section with students. Have students complete the activities in this order:
 - 58F Learn: Use Keyboard Shortcuts*
 - 58G Practice: Format and Edit with On-Screen Keyboards*.

Chapter Review

Data Files

- *DF C06 Interest*
- *DF C06 Business*
- *DF C06 Human Services*
- *CD-06-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.

interest	Money a bank pays customers for keeping money in certain types of accounts
simple interest	Money paid only on the original amount deposited or invested
compound interest	Money earned on the original amount deposited or invested and also on the interest earned during previous interest periods
entrepreneur	Person who organizes and manages a business, risking the money he or she invests in the hopes of making a profit
manager	An employee who oversees the daily affairs of a business

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. Have students complete the activity *Describe Your Penmanship by Handtyping*.
3. Have students complete the activity *Keyboarding Skillbuilding*.
4. Discuss the *Academic Connections, Math and Personal Finance: Saving Money* section with students. Have them follow the steps provided to complete the activities. Make the data files needed for these activities available to students.
5. Discuss the *About Business, Entrepreneurs* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students.
6. Discuss the *Life Success Builder, Social Studies and History versus Your Career* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students. Students need access to the Internet to complete this activity.

7. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. They will need Internet access for this activity.