# Chapter 13 Templates

## *Chapter Objectives*

Discuss the Chapter 13 objectives with students:
* Use templates to create a variety of documents.
* Use Quick Parts to create report cover pages.

## *Web Resources*

Review the activities for Chapter 13 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

* Data Files
* Vocabulary Flash Cards
* Test Your Knowledge, Graphics
* *PowerPoint* Reviews
* More Activities
    o Chapter 13 Supplementary Activity, Greeting Card Template
    o Chapter 13 Supplementary Activity, Memo Template

## *Slides*

Preview the *PowerPoint* slides for Chapter 13 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

## *Assessment*

**Exam***View* test for Chapter 13

## *Lesson 82 Templates: Invitations, Greeting Cards, and Certificates*

### Lesson Objectives

Discuss the Lesson 82 objectives with students:
* Learn to use templates to create greeting cards, invitations, and certificates.

### Data Files

* *DF 82A Invitation*
* *DF 82B Open House*
* *DF 82C Birthday*
* *DF 82D Apology*
* *DF 82E Certificate*
* *DF 82F Award*

## Software Features

The following software features are introduced in Lesson 82:

- Templates

## Document Formats

- Invitation
- Greeting card
- Certificate

## Vocabulary Terms

The vocabulary term from Lesson 82 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

| template | A master copy of a set of predefined styles for a particular type of document |
| --- | --- |

## 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 82.
2. Discuss the *Templates* and *Templates: Invitations* sections with students. Have students complete activity *82A Learn: Invitation Template.* Then have them complete activity *82B Practice: Invitation Template*. Make the data files for these activities available to students.
3. Discuss the *Templates: Greeting Cards* section with students. Have students complete activity *82C Learn: Greeting Card Template*. Then have them complete activity *82D Practice: Greeting Card Template*. Make the data files for these activities available to students.
4. Discuss the *Certificates* section with students. Have students complete activity *82E Learn: Certificates.* Then have them complete activity *82B Practice: Certificates*. Make the data files for these activities available to students.

## *Lesson 83 Templates: Memos and Meeting Minutes*

## Lesson Objectives

Discuss the Lesson 83 objectives with students:
- Learn to use templates to create memos and meeting minutes.

## Data Files

- *DF 83A Memo*
- *DF 83B Memo*
- *DF 83C Minutes*

## Software Features

No software features are introduced in this lesson.

## Document Formats

The following document format is introduced in Lesson 83:

- Memo
- Meeting minutes

## Vocabulary Terms

The vocabulary terms from Lesson 83 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

| memo | A written message used by people in an organization |
|---|---|
| meeting minutes | A historical record of what was discussed and decided at a meeting of an organization or a group of people |

## 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 83.

2. Discuss the *Memos* section with students. Have students complete activity *83A Learn: Memos.* Then have them complete activity *83B Practice: Memos*. Make the data files for these activities available to students.

3. Discuss the *Meeting Minutes* section with students. Have students complete activity *83C Learn: Meeting Minutes.* Then have them complete activity *83D Practice: Meeting Minutes*. Make the data files for these activities available to students.

## *Lesson 84 Fax Cover Pages, Agendas, and Report Cover Pages*

## Lesson Objectives

Discuss the Lesson 84 objectives with students:
- Learn to use templates to create fax cover pages and agendas.
- Learn to use Quick Parts to create report cover (title) pages.

## Data Files

- *DF 84A Fax*
- *DF 84C Agenda*

## Software Features

- Quick Parts

## Document Formats

The following document format is introduced in Lesson 84:

- Fax cover page
- Agenda
- Report cover page

## Vocabulary Terms

The vocabulary terms from Lesson 84 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

| | |
|---|---|
| facsimile | Short for *fax*; a technology that sends a document using standard telephone lines or an Internet connection capable of transmitting voice |
| fax cover page | A page that accompanies a faxed document that includes the name of the recipient, the fax and regular telephone numbers of the recipient, the name of the sender, the number of pages being sent, a description of the document, and comments |
| agenda | A list of things to be done or actions to be taken |
| cover page | Also called a title page; the first page of a report, which includes the report title, name and title of writer, name of writer's school or organization, and the date |

## 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 84.
2. Discuss the *Fax Cover Pages* section with students. Have students complete activity *84A Learn: Fax Cover Sheets.* Then have them complete activity *84B Practice: Fax Cover Pages*. Make the data files for these activities available to students.
3. Discuss the *Agendas* section with students. Have students complete activity *84C Learn: Agendas.* Then have them complete activity *84D Practice: Agendas*. Make the data files for these activities available to students.

4.  Discuss the *Cover Pages and Quick Parts* section with students. Have students complete activity *84E Learn: Cover Pages*.


## *Chapter Review*

### Data Files

*   *DF 83A Memo*
*   *DF 82C Birthday*
*   *DF 82A Invitation*
*   *DF C13 Analysis*
*   *DF C13 Business*
*   *DF C13 Resume Instructions*

### Vocabulary Terms

The vocabulary term from the *Across the Curriculum* activities and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections.

| ethics | Standards of moral behavior |
| --- | --- |

### 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 *Memo from Template.* Make the data files needed for this activity available to students.
3.  Have students complete the activity *Birthday Card from Template.* Make the data files needed for this activity available to students.
4.  Have students complete the activity *Invitation from Template.* Make the data files needed for this activity available to students.
5.  Have students complete the activity *Report Cover Page from Building Block.* Make the data files needed for this activity available to students.
6.  Have students complete the activities in *Keyboarding Skillbuilding.*
7.  Discuss the *Academic Connections, Math and Personal Finance: Analyzing Numbers* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
8.  Discuss the *About Business, Business Ethics* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.

9.  Discuss the *Life Success Builder, Develop a Resume* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.

10. 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. Students will work with a classmate to complete this activity.