

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Time to Complete Lab	Instructor Comment:
Date Assigned:			Assignment:	GDP #21 Grade:_____
Due Date:				GDP #22 Grade:_____
				GDP #23 Grade:_____

## UNIT 5 LESSON 21, 22 & 23

### Lesson 21 Orientation to Word Processing—A

#### Goals

- Demonstrate improved accuracy while typing.
- Demonstrate acceptable language arts skills in common usage and sentence structure.
- Correctly use the Word Manual and basic word features.

**After completing each lesson in GDP, type the following sections into the boxes provided for each lesson EXACTLY as it appears unless directly otherwise. Pay attention to formatting.**

#### 21A. WARMUP

Jack's eloquence may prove hazardous for the six big shows.  
deindustrialization superstitiousnesses comprehensibilities  
The new dogma may both disorient her and also let her down.

#### 21B. MAP+: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.

Once this lesson is complete in GDP, you are finished with this portion.

#### 21C. PROGRESSIVE PRACTICE: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.

Once this lesson is complete in GDP, you are finished with this portion.

#### 21D. COMMAS AND SENTENCES

Note: Read the instructions on p. 75 in your text before beginning this lesson. Be sure to correct the sentences to avoid errors.

**21D. COMMAS AND SENTENCES (cont.)**

You must be certain, Sean that every e-mail message is concise. And also complete.

In addition, Sean, use a clear subject line the subject line describes briefly the principal content of the e-mail message.

You should use a direct style of writing, use short lines and paragraphs.

The recipient of your e-mail message will be more likely to read and respond to a short message. Than a long one.

Your reader will be grateful for any writing techniques.

That save time.

Another thing you should do Sean is to include an appropriate closing, your reader should know immediately who wrote the message.

**21E. WORD PROCESSING: GETTING STARTED AND ORIENTATION TO WORD PROCESSING—A**

Read getting started and follow the Lesson 21 directions in your *Microsoft® Office Word® 2010 Manual to accompany*

*Gregg College Keyboarding & Document Processing*, 11th Edition, pg. 4 - 11.

**Lesson 22 Orientation to Word Processing—B****Goals**

- Type at least 28wpm/3'/5e.
- Correctly use the basic Word features.

**22A. WARMUP**

Jay took a big quiz and exam that forced a vast lower pain.

garage homily sea oil seated Honolulu ever jump eager

plunk

Nancy may go to the ancient chapel to sign her widow's

vow.

**22B. SUSTAINED PRACTICE: CAPITALS**

The insurance industry will see some changes because of the many natural disasters the United States has seen in the last few years in places like California and Florida.

The major earthquakes in San Francisco, Northridge, and Loma Prieta cost thousands of dollars. Faults like the San Andreas are being watched carefully for activity.

Some tropical storms are spawned in the West Indies and move from the Caribbean Sea into the Atlantic Ocean. They could affect Georgia, Florida, Alabama, and Texas.

Some U.S. cities have VHF-FM radio weather stations. NASA and NOAA are agencies that launch weather satellites to predict the locations, times, and severity of storms.

**22C. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.**

Goal: 28wpm/3e

wpm	/e	wpm	/e	wpm	/e	wpm	/e	Average	wpm	/e
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**22D. WORD PROCESSING: ORIENTATION TO WORD PROCESSING—B**

Follow the directions to complete Lesson 22 in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition, pg. 12 - 18. Once completed with the lesson, print and attach to this document.

Document Attached: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Lesson 23 Orientation to Word Processing—C****Goals**

- Demonstrate improved accuracy while typing.
- Demonstrate acceptable language arts skills in common usage and sentence structure.
- Correctly use basic Word features.

**23A. WARMUP**

The lazy major was fixing Cupid's broken quiver and arrows.  
oil Rio boil folio polio coin icon into Ohio olio silo void  
Mr. Richfield is such a busy man he may not go via the bus.

**23B. MAP+: NUMBERS**

Follow the GDP software directions for this exercise to improve keystroking speed.

Once this lesson is complete in GDP, you are finished with this portion.

**23C. PRETEST: Common Letter Combinations**

He tried to explain the delay in a logical way. The man finally agreed to insure the package and demanded to know why the postal worker did not record the total amount

**23D. PRACTICE: Word Beginnings**

re reuse react relay reply return reason record results red  
in inset inept incur index indeed intend inning insured ink  
de dents dealt death delay detest devote derive depicts den

**23E. PRACTICE: Word Endings**

ly lowly dimly apply daily barely unruly deeply finally sly  
ed cured tamed tried moved amused tasted billed creamed fed  
al canal total equal local postal plural rental logical pal

**23F. POSTTEST: Common Letter Combinations** Repeat the pretest timed test writing in GDP and record your scores

wpm	/e	wpm	/e
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Average	wpm	/e
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**23G. PROOFREADING TECHNIQUES**

Follow the directions in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, p. 80 to complete this lesson.

**23H. PROOFREADING:** Edit the lines to correct any errors.

A bushal of corn was thrown under the elm trees by the boy.  
 A pair of cosy socks and a cup of soup can fix me right up.  
 Andy will use eight hand singals if he is able to see them.  
 Blanche may go with me to town to visit my son and his pal.

**23I. WORD PROCESSING: ORIENTATION TO WORD PROCESSING—C**

Follow the directions to complete Lesson 23 in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition, pg. 19 - 26.