

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Time to Complete Lab	Instructor Comment:
Date Assigned:			Assignment:	GDP #24 Grade:_____
Due Date:				GDP #25 Grade:_____
				GDP #26 Grade:_____

**UNIT 5 LESSON 24 & 25 & UNIT 6 LESSON 26**

**Lesson 24 Orientation to Word Processing—D**

**Goals**

- Type at least 29wpm/3'/5e.
- Correctly use 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.**

**24A. WARMUP**

Xavier had picked several bright yellow jonquils for Mitzi.  
 in ink nine chin pin kind main sin mind tin skinny win inns  
 A bushel of mangos and a box of grapes may be on the canoe.

**24B. PROGRESSIVE PRACTICE: 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.

**24C. TECHNIQUE PRACTICE: SPACE BAR**

Ed and Jo can get to the spa if it is on the way to my car.  
 I hid a big car in my new lot, but I may not get it by two.  
 An elk and ape at the zoo do not eat any of the cod or gar.  
 I had a tan dog and a red cat on the big set for Jo to pet.

**24D. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.**

Goal: 29wpm/3e

wpm	/e	wpm	/e	wpm	/e	wpm	/e	Average	wpm	/e
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**24E. WORD PROCESSING: GETTING STARTED AND ORIENTATION TO WORD PROCESSING—D**

Follow the directions to complete Lesson 24 in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition, pg. 27 - 36. Once completed with the lesson, print and attach to this document.

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

## Lesson 25 E-Mail Messages

### Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in composing sentences.
- Correctly use Word's email features.
- Correctly format an email message.

### 25A. WARMUP

Playing jazzy vibe chords quickly excited my wife's senses.  
(ali41@cs.com) (10%) Guy & Lee 7/8 In! \$5.40 \*f.o.b. #26-39

Did an auditor sign a form that may name Toby to the panel?

### 25B. 12-SECOND SPEED SPRINTS: Take 3 12-second timed writings for each line. Record your results.

Line 1: A bushel of corn was thrown under the elm tree by the boys.

wpm /e	wpm /e	wpm /e
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Average	wpm	/e
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Line 2: A pair of cozy socks and a cup of soup may fix me right up.

wpm /e	wpm /e	wpm /e
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Average	wpm	/e
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Line 3: Andy will use eight hand signals if he is able to see them.

wpm /e	wpm /e	wpm /e
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Average	wpm	/e
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Line 4: Blanch may go with me to town to visit my son and his pals.

wpm /e	wpm /e	wpm /e
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Average	wpm	/e
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### 25C. PACED PRACTICE

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.

### 25D. COMPOSING SENTENCES: Answer each question with a complete sentence.

What is your favorite class this term, and why?

What is your ideal job when you graduate?

If you could live in a foreign country, which one would it be, and why?

What are your two favorite Internet sites?

What qualities do you look for in a friend?

### 25E. BASIC PARTS OF AN E-MAIL MESSAGE

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.

### 25F. E-MAIL MESSAGES

Follow the directions to complete Lesson 25F in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text*, 11th Edition, p. 84. Once completed with the lesson, print and attach to this document.

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

### 25G. E-MAIL MESSAGES

Follow the directions to complete Lesson 25 in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition, pg. 37 - 41. Once completed with the lesson, print and attach to this document.

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

### Lesson 26 Business Letters

#### Goals

- Type at least 30wpm/3'/5e.
- Correctly format a business letter in block style with standard punctuation.

### 26A. WARMUP

Six of the women quietly gave back the prizes to the judge.  
 electrocardiography gastroenterologists  
 interdenominational  
 A bushel of corn was thrown to the turkeys by Mr.  
 McKenzie.

### 26B. SUSTAINED PRACTICE: PUNCTUATION

Anyone who is successful in business realizes that the needs of the customer must always come first. A satisfied consumer is one who will come back to buy again and again.

Consumers must learn to lodge a complaint in a manner that is fair, effective, and efficient. Don't waste time talking to the wrong person. Go to the person in charge.

State your case clearly; be prepared with facts and figures to back up any claim. Warranties, receipts, bills, and checks are all very effective. Don't be intimidated.

If the company agrees to work with you, you're on the right track. Be specific: "I'll expect a check Tuesday," or "I'll expect a replacement in the mail by Saturday."

**26C. 3-MINUTE TIMED WRITING:** Take at least 2 3-minute timed writings. Record your results.

Goal: 30wpm/3e

wpm	/e	wpm	/e	wpm	/e	wpm	/e	Average	wpm	/e
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**26D. BASIC PARTS OF A BUSINESS LETTER**

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.

**26E. BUSINESS LETTERS IN BLOCK STYLE**

Follow the directions to complete Lesson 25F in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text*, 11th Edition, pg. 90 & 91. Once completed with the lesson, print and attach to this document.

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