Last Name:		Letter Grade:	Number Grade:
First Name:			
Course:	Section:	Time to Complete Lab	Instructor Comment:
Date Assigned:		Assignment:	
Due Date:			GDP #29 Grade:_____
			GDP #30 Grade:_____

UNIT 7 LESSON 31 & 32

Lesson 31 One Page Business Reports

Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in capitalization.
- Correctly use Word's alignment and font size features.
- Correctly format a business report with side headings.

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.

31A. WARMUP

Jack's man found exactly a quarter in the woven zipper bag.
incomprehensibility counterinsurgencies distinguishableness
The towns of Sydney and Burma are both due for a May visit.

31B. 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.
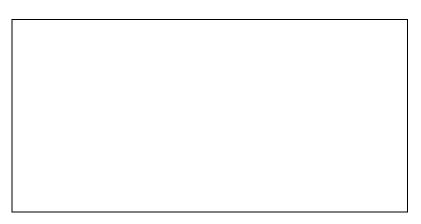
31C. PROGRESSIVE PRACTICE: ALPHABET

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.

31D. CAPITALIZATION

The american flag can be seen flying over the White House in Washington, DC. Our Country's flag is often seen flying over Government buildings on holidays like July 4, independence day. Memorial Day signals the end of spring and the start of Summer. Most Americans consider Labor day the beginning of the fall season. In december many people observe christmas and Hanukkah. most government holidays are scheduled to fall on either a Monday or a friday. Sometimes the birthdays of Historical figures are also celebrated.

31E. BASIC PARTS OF A BUSINESS REPORT

31F. BUSINESS REPORTS

31G. BUSINESS REPORTS WITH SIDE HEADINGS

31H. WORD PROCESSING: ALIGNMENT AND FONT—SIZE

Follow the directions to complete Lessons 31E – 31H in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text,* 11th Edition, pg. 111 - 113. Once completed with the lesson, print and attach to this document.

Lesson 32 Multipage Business Reports
Goals
- Type at least 33wpm/3'/5e.
- Correctly use Word's page number, page break, and window/orphan control features.
- Correctly format a multipage business report with side and paragraph headings.

32A. WARMUP

By Jove, my quick study of lexicography won a bronze prize. adverb hookup was ply target minimum beat knoll acted kinky The auditor from Dubuque had a problem with the amendments.

32B. SUSTAINED PRACTICE: ALTERNATE-HAND WORDS

When eight of them began a formal discussion on some of the major issues, the need for a chair was very evident. A chair would be sure to handle the usual work with ease.

The eight people in that group decided that the work would be done only if they selected one person to be chair of their group. They began to debate all the major issues.

One issue that needed to be settled right up front was the question of how to handle proxy votes. It seemed for a short time that a fight over this very issue would result.
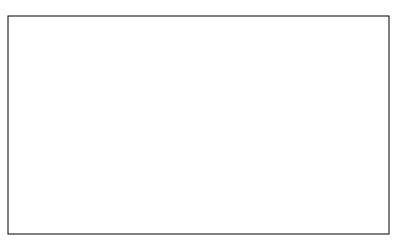
The group worked diligently in attempting to solve the issues that were being discussed. All of the concerns that were brought to the group were reviewed in depth by them.
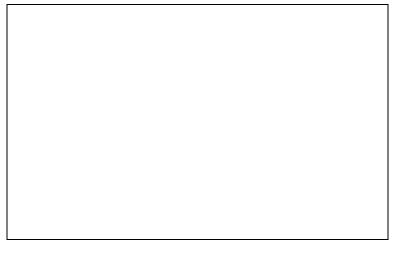
When eight of them began a formal discussion on some of the major issues, the need for a chair was very evident. A chair would be sure to handle the usual work with ease.

The eight people in that group decided that the work would be done only if they selected one person to be chair of their group. They began to debate all the major issues.

One issue that needed to be settled right up front was the question of how to handle proxy votes. It seemed for a short time that a fight over this very issue would result.

The group worked diligently in attempting to solve the issues that were being discussed. All of the concerns that were brought to the group were reviewed in depth by them.

32C. 3-MINUTE TIMED WRITING
Press tab 1 time where you see the → symbol. Type each line two times.

Be zealous in your efforts when you write business letters. Your business writing must convey clearly be formatted neatly in proper business letter format.
Before sending your letters, read them quickly just to make sure that they explain clearly what you want to say. Proofread the letters you write for correct grammar and spelling. Use all of your writing skills to display the best image. Your readers will welcome the effort.

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32C. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.
Goal: 33wpm/5e

Be zealous in your efforts when you write business letters. Your business writing must convey clearly be formatted neatly in proper business letter format.
Before sending your letters, read them quickly just to make sure that they explain clearly what you want to say. Proofread the letters you write for correct grammar and spelling. Use all of your writing skills to display the best image. Your readers will welcome the effort.

wpm /e	wpm /e	Average wpm /e

32D. MULTIPAGE BUSINESS REPORTS

32E. BUSINESS REPORTS WITH PARAGRAPH HEADINGS

32F. WORD PROCESSING: PAGE NUMBER, PAGE BREAK, AND WIDOW/ORPHAN CONTROL

Follow the directions to complete Lesson 32D -32F in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 115 – 117 and in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition. Once completed with the lesson, print and attach to this document.