

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

UNIT 7 LESSON 35 & UNIT 8 LESSON 36

Lesson 35 Rough-Draft Business Reports with Lists

Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in composing sentences.
- Identify and apply more proofreaders' marks.
- Correctly format a rough-draft, multipage report.
- Successfully complete a Progress and Proofreading Check with zero errors on first scored attempt.

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.

35A. WARMUP

The five boxing wizards jumped quickly into the next round.
 jjoy@aol.com 66% (Ott & Poe) 5/8 Out! \$2.16 *et al. #73-490
 Blanche may go with me to Yale to visit my son and his pal.

35B. 12-SECOND SPEED SPRINTS

The man with the rifle may signal us to take the sign
 down. The new city law may allow us to fish for cod on
 the docks. The old chapel at the end of the big lake has
 an odd shape. The old men may have a duel down by the
 lake at noon today.

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35C. 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.

35D. COMPOSING SENTENCES

35E. MORE PROOFREADERS' MARKS

35F. WORD PROCESSING: CUT AND COPY; PASTE

Follow the directions to complete Lessons 35D – 35F in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text*, 11th Edition, pg. 126 - 129. Once completed with the lesson, print and attach to this document.

Lesson 36 Boxed Tables

Goals

- Type at least 35wpm/3'/4e.
- Correctly use Word's table features to insert and resize a table.
- Correctly format a boxed table.

36A. WARMUP

Jack typed a requisition for long-sized white moving boxes.
interchangeableness paleoanthropologist xtraterritoriality
Bob owns a pair of ancient bicycles and a giant ivory bowl.

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36B. SUSTAINED PRACTICE: ROUGH DRAFT

The pattern of employment in our country is undergoing some major changes. Companies are slowly paring down their permanent staffs to just a core group of critical managers.

This trend promotes what is called an accordion affect in the workforce: The ability to expand and contract as the time and balance sheets dictate. This provides flexibility.

All of these changes would make it tough for all unions to stay a float. They donot possess satisfactory procedures for organizing employes. Unions are trying to adapt faster.

Such services as elder or child care, counseling, debt managment, and even health care maybe of great asistance to employees, but employers may

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36C. 3-MINUTE TIMED WRITING

Technology that tracks eye movements is used by Web designers to judge how people interact with Web pages. It must find out which zone of the page is viewed first, which feature is viewed most often, and how quickly a page comes to the screen.

Eye movements are tracked by use of hardware and data analysis software. A camera is employed to find out the eye movements of people who watch a screen. Pupil dilations and scanning patterns of the eyes are measured to document the amount of mental strain that has been exerted.

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Companies that place major ads on the Internet use a process called data mining. They look for patterns in the quantities of data they get from those who visit Web sites.

Data mining tracks buying habits of customers and then decides to send ads to them based on their current and past buying patterns. Data mining can also be used to explain buyer behavior and to look at trends. First, a survey is filled out, and then the results are gathered and stored in a file to be analyzed in detail at a later time.

36C. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.

Goal: 35wpm/4e

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wpm	/e	wpm	/e	Average	wpm	/e
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36D. BASIC PARTS OF A TABLE

36E. TABLES

36F. WORD PROCESSING: TABLE–INSERT AND TABLE–AUTOFIT TO CONTENTS

Follow the directions to complete Lesson 36D -36F in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 132 – 133 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.