POFT 1329—BEGINNING KEYBOARDING
LECTURE NOTES

Be sure that you are reading the textbook information and the notes on the screen as you complete each lesson in this Gregg Keyboarding Program (GDP). Each part of the drill work will be graded for completeness. You are assigned all the parts of the first 24 lessons and there will be a weekly completion schedule posted in the classroom. Follow the “Printing Directions” handout to help you print your lesson assignments and then attach your printout to the coversheet, being sure to add your name. You will be able to complete these assignments in the classroom and any other place that has Internet access and Word 2010. The Internet site is https://collincollege.gdp11.com. Remember that Assignment Sheets 1-21 are due no later than 8 p.m. on Wednesday, July 9, 2014, and will not be accepted after this date.

After Assignment Sheet 21, you will be learning and using Word 2010 to create documents. Carefully follow the directions in the Word 2010 Manual as you are learning Word 2010. This Manual will be an easy reference as you are learning and using Word 2010. Use the handy index on the back cover to quickly find a particular item. Refer to the handout, “To Create a Document Using Word 2010 in the GDP Program” when you are creating, scoring, editing, and printing the Word assignments. Please ask an instructor for help until you learn the procedures. After Lesson 24 on Assignment Sheet 23, you will not be completing the lessons in order. Refer to your assignment sheets to complete a unit of work: correspondence, reports, and tables. When all of the assigned documents in each unit have been graded and returned, ask an instructor for a test on that unit.

You will be able to complete your assignments in the classroom and any other place that has Internet access and Word 2010. Remember that you are required to attend class on campus at least four (4) hours per week to complete your assignments, get help from an instructor, print, and submit your work for grading. Exams will be given in the classroom only after all of the assignments in a particular unit have been graded. You will need to save your work on a flash drive if you will be completing your work somewhere other than in the classroom. The Word documents are worth 100 points each and 10 points will be deducted for any typographical or formatting error. Be sure to proofread carefully!

Directions for Identifying Your Work: Be sure to follow the examples and the formatting directions given in your textbook when creating the required documents. Proofread carefully and add your initials and the filename where you see urs. (For example, mt/Correspondence 26-3.) Notice how important it is to include your initials, since they are the only “different” factor that identifies your work from that submitted by another student. Even though the program will count your name and filename as an error, points will not be deducted unless they are missing from the document. When you are creating reports and tables, you should add this information to those documents one blank line below the last line of text.

E-MAIL MESSAGES

An email message is a business document. It should be written concisely and accurately using complete sentences, capital letters, and correct format. It is very important to proofread each document carefully before it is sent. You can send the message to several people or others can be copied. You can also add attachments to an email message.
You will key the messages and print in Word. Since our college does not use Outlook as its email carrier, you will not actually send it through email. Each e-mail program will look a little different, but the concepts for formatting will be the same. Be sure to study the example on page 84 in your text.

**BUSINESS LETTERS IN BLOCK-STYLE**

Block-style letters are the most common style used in business. This letter style can be used in a personal-business letter as well. All of the lines start at the left margin and are not indented. Look at the example on page 89 and follow the directions on page 90 in your text. Notice the titles and descriptions that are given. There is an example of a block-style letter in the Reference Pages of your *Word 2010 Manual*, the textbook, and shown in the GDP program. You should know the names of each of these parts and what is included in them when you are studying for your theory test.

**Letterhead**—A letterhead may include a logo as well as the name, location, and other important information about the company.

**Date**—Always use the complete month, day, and year format. This should be keyed 2 inches from the top of the paper. (Click with your right mouse on [Page 1 of 1] in the Status Bar of the Word screen. Choose Vertical Page Position.)

**Inside Address**—The name and address of the party receiving the letter is contained in this section. There should be three blank lines between the date and this address. Turn on the Show/Hide option to see the blank lines. These symbols will not print, but are a good help for proofreading.

**Salutation with Standard Punctuation**—This is the opening greeting and ends with a colon.

**Body**—This is the message of the letter. There should be one blank line (a double space) between each paragraph.

**Complimentary Closing with Standard Punctuation**—This is the closing farewell followed by a comma.

**Writer’s Identification**—This shows the name of the writer including the title, three blank lines below the Complimentary Closing. When a man is writing the letter, *Mr.* is not necessary. *Mrs.*, *Miss*, or *Ms.* is appropriate for a woman writing the letter. The writer’s title may follow their name with a comma after the name, or the title can be on a separate line. Remember that you will not sign someone else’s name. You would only sign if YOU were the writer.

**Reference Initials**—Leave a blank line after the writer’s identification for the initials of the person keying the document.

**Ending Information**—This section would include the typist’s reference initials and may include one or more of the following: “Enclosure” showing that something is included with the letter; “Attachment” if it is physically attached to the document; and “c:” and the person’s name, if a copy of the letter is sent to another person. If there is more than one copy needed, you can show the names on one line with a comma and space between them. A separate printout would be made and sent for the named recipients. See the examples in the Reference Pages of your text.

**Personal-Business Block-Style Letters**—This type of letter would have the same format, but would include the address of the writer below the writer’s name. Unless it is a letter typed by you with your name in the signature line, you should place your reference initials on the document. For our purposes in class, please always add your initials and the document filename.
BUSINESS LETTERS IN MODIFIED-BLOCK STYLE

Another popular style of letter has the date and closing lines starting at the centerpoint. Since the margins of a Word 2010 document give a 6 ½ inch writing line, the center would be 3.25 inches. You will learn how to set a left tab in Word 2010 at this position for the date, complimentary closing, writer’s name, and title. The rest of the document’s lines will start at the left margin. Be sure to study the examples in the program and textbook.

Lists—Items that are listed with numbers or bullets are called enumerated items. These call attention to the items and usually show a sequence. If the sequence is important, you should use numbers, not bullets. You need to have a blank line before and after the list. The items will automatically be indented by the Word 2010 program one-half inch from the left margin. Use single spacing for all items in the list.

Indented Displays—Letters, memos, and reports can have paragraph information that should be emphasized by indenting from both sides of the margins. See page 162 for directions on using the indent command. There should be one blank line before and after this information.

MEMORANDUMS

A memo is sent from one person to another in a company. E-mail is becoming more popular, but a memo still is used in many businesses since it can be more detailed and is more formal. Notice that the headings are in all caps and are bold. The text in the heading aligns on a tab that is automatically set by the Word program. Look at the example in your text on page 102. You can have “attachments” to a memo which will be shown directly below the reference initials and document filename. Memos can also have copies sent to other personnel and will be shown the same way as in a letter after the reference initials.

BUSINESS REPORTS

A business report is shown on page 111 in your text. Be sure to review the parts of the document. A report may contain all or some of the parts shown. There are examples in the Reference pages of your Manual, the textbook, and in the GDP program. Be sure to add your initials and the document name a blank line after the report.

Title—The title shows the subject of the report. It is typed 2 inches from the top of the page and is in 14-point size, all caps, bold, and centered.

Subtitle—This is a secondary title which is centered, bold, and typed in upper- and lowercase letters one blank line below the title.

Byline—Name of the writer, centered, bold, and one blank line below the last line.

Body—The text of the report is single-spaced with one blank line between paragraphs. It may include indented text, lists, or other information.

Side heading—This is a major subdivision of the report. It is typed in all caps, bold, and at the left margin.

Paragraph heading—These are minor subdivisions typed at the left margin in bold, upper- and lowercase letters, and followed by a period.

Page numbers—A page number should be at the top right of every page except the first of a multipage report. The second page of a report will start at 1 inch from the top of the page. There should always be at least two lines of a paragraph at the end of a page and one full line and a partial line carried to the next page. You will learn about page numbering, page breaks, and widow/orphan protection in Lesson 32.
Left-Bound Reports—In order to have a larger amount of white space for binding a report, it is helpful to change the left margin to 1.5 inches; the right margin stays the same.

Footnotes—References in the text to quoted material is shown by footnotes. You will learn how to insert these citations on page 170 of your text. There are different kinds of sources and formatting, but you will only practice one type in this class. Notice that your book does describe APA and MLA style in Lessons 47 and 48. You may want to refer to these pages if you are required to use this format in another class.

ACADEMIC REPORTS

An academic report is double-spaced and has paragraphs indented one-half inch from the left margin. Study the example on page 123 in your textbook. The items are named the same as the business report, but the formatting is different. Be sure to note the differences. If there is more than one page, you need a page number at the top of every page except page one. Add your initials and the document name.

TABLES

Tables are an easy and very readable way to show information. Notice the example on page 132 in your text and the also notice the names of the sections. Tables have vertical columns labeled by letters. Rows in a table are labeled with numbers. Where the columns and rows intersect is called a cell. Be sure to look at the examples in your text, the Manual, and the GDP program. Be sure to add your initials and the name of the file a blank line below the table. When a table is the only item on a page, you need to autofit to contents, center the table horizontally, and center the table vertically on the page.

Title—This will appear in a merged cell at the beginning of the table. It describes the table’s contents. The title should be 14 points, all caps, bold, and centered.

Subtitle—The subtitle will be entered and bold in upper-and lowercase letters below the title. There should be a blank line before the rest of the table begins.

Column headings—Center and bottom-align all column headings.

Column entries—Left-align text entries and right-align number column entries. Capitalize the first words and proper nouns.

Borders—Borders are the lines that show on a table. They can be in selected rows, or none at all.

Autofit to contents—Use the word processing command to take away the extra white space in the table.

Horizontal center—Use the word processing command to center the table between the left and right margins.

Vertical center—Use the word processing command to center the table vertically on the page.

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