Welcome to Gregg College Keyboarding & Document Processing

Your complete learning/teaching system
Your guide to success

Textbook

Word Manual

GDP (Gregg Document Processing) Web-Based Software

Instructor Wraparound Edition
Online GDP Software
New! Online functionality
Same program; now Web-based

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Students complete each part of the lesson from inside the GDP software. Students can tell at a glance if an exercise has not yet been started, is in progress, or has been completed.

This online software now offers greater accessibility for use at home, in class, and in labs—perfect for distance learning! Its easy-to-use interface makes this system simple for both you and your students . . . so that you spend more time teaching the skills you want, not learning the program. The GDP software also now allows for automatic keystroking and format scoring.

With GDP’s new online functionality, updates are now seamless.
MAP+ (Misstroke Analysis and Prescription) is a diagnostic tool within GDP/11 that analyzes each student’s pretest misstrokes and prescribes individualized remediation drills based on a powerful new scoring algorithm. MAP+ includes these features:

- **New! Unlimited drill lines**—Now begin with Lesson 1.
- **Interactive**—Features a streamlined interactive screen, which allows students to click anywhere for intensive practice on that key or kind of reach.
- **Continuous new drills**—Generate three new drill lines every time the student clicks a key or specific reach.
- **New! Deeper content**—Allows students to take a pretest and practice either alphabetic copy, numbers, or numbers and symbols.
- **Integrated**—Is a required part of each unit, although students can access MAP+ at any time from the lesson menu.
New! Enrichment Pages
More drill lines for faster touch-typing skills

Enrichment pages appear at the end of each of the new-key lessons (Lessons 1–20). If you want your students to have additional practice on each of these lessons, you can assign them as desired.

Using the GDP system, you can customize GDP to include Enrichment pages as part of the lesson requirements.

With MAP+, students also have unlimited new practice drills—beginning with Lesson 1. Every time they access MAP+ for a specific lesson, new drill lines appear that contain only those words students can type up to that point.
**Individualized Skillbuilding**

In every lesson

**Warmups** at the start of each lesson comprise 3 lines. Line 1 is an alphabetic sentence to review all reaches; Line 2 practices a particular type of reach; Line 3 contains easy words to help build speed.

**Skillbuilding** (building straight-copy speed and accuracy) is built into every lesson—15’–20’ of individualized skill-building routines.

Each student always practices on the type of drill that is appropriate for him or her and for which the individualized goals are challenging—but attainable.

The **timed writings** in every even-numbered lesson are controlled for difficulty, contain all letters of the alphabet, and are the exact length needed to achieve that lesson’s speed goal.

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**Rough-Draft Business Reports With Lists**

**Goals**

- Demonstrate improved speed and accuracy while typing.
- Correctly identify and apply basic proofreading marks.
- Correctly use Word’s bulleted and numbered features.
- Correctly format a rough-draft business report with lists.

**A. WARMUP**

1. Jay began removing six dozen black quilts with petty flaws.
2. The men may be busy but they may go to the social with her.

**B. PROGRESSIVE PRACTICE: NUMBERS**

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

Type each line 2 times.
Type each sentence on a separate line by pressing ENTER after each sentence.

**C. TECHNIQUE PRACTICE: ENTER KEY**

Do it. Be there. Taxi? See me. All? Why him? We did. Don’t!

**D. 3-MINUTE TIMED WRITING**

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, the survey is filled out, and then the results are gathered and stored in a file to be analyzed in detail at a later time.
Language Arts

A critical document processing skill

Language arts (punctuation rules, usage, proofreading, composing, and spelling) are systematically covered. Short, easy-to-grasp exercises are incorporated throughout Lessons 21–120 with increasing difficulty.

The rules are presented, practiced, and then illustrated in the documents that students type in that lesson—for immediate reinforcement.
Students learn to touch-type the entire ten-key pad—a frequent job requirement. After Lesson 20, a new **Ten-Key Numeric Keypad** supplementary lesson teaches the touch typing of both the number keys and the arithmetic operators (+, -, *, and /)—for a total of 55 new lines of drills.

**Supplementary Lesson: Ten-Key Numeric Keypad**

**Goals**

- Touch-type the ten-key numeric keypad keys.

**New Keys**

**A. THE 4, 5, AND 6 KEYS**

To input numbers using the ten-key numeric keypad, you must activate the Num Lock (Numeric Lock) key. Usually, an indicator light signals that the Num Lock is activated.

On the keypad, 4, 5, and 6 are the home-row keys. Place your fingers on the keypad home row as follows:

- J finger on 4
- L finger on 6

On most computers, there is a raised line or dot on the 5 key to help you easily locate the home-row position when using the keypad.

Use your Sem finger to control the Enter key. For the exercises in A–F that follow:

1. Ensure that Num Lock is activated.
2. Press Enter after typing the final digit of each number.
3. Type the first column from top to bottom; then move to the next column.
4. Keep your eyes on the copy.

<table>
<thead>
<tr>
<th></th>
<th>444</th>
<th>455</th>
<th>466</th>
<th>544</th>
<th>555</th>
<th>566</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>444</td>
<td>455</td>
<td>466</td>
<td>544</td>
<td>555</td>
<td>566</td>
</tr>
<tr>
<td>2</td>
<td>555</td>
<td>444</td>
<td>455</td>
<td>544</td>
<td>555</td>
<td>566</td>
</tr>
<tr>
<td>3</td>
<td>666</td>
<td>445</td>
<td>466</td>
<td>555</td>
<td>566</td>
<td>666</td>
</tr>
<tr>
<td>4</td>
<td>666</td>
<td>465</td>
<td>456</td>
<td>654</td>
<td>545</td>
<td>464</td>
</tr>
<tr>
<td>5</td>
<td>464</td>
<td>546</td>
<td>544</td>
<td>655</td>
<td>456</td>
<td>665</td>
</tr>
</tbody>
</table>

**B. THE 7, 8, AND 9 KEYS**

Use the J finger to control the 7, the K finger to control the 8, and the L finger to control the 9.

<table>
<thead>
<tr>
<th></th>
<th>474</th>
<th>585</th>
<th>696</th>
<th>549</th>
<th>984</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>474</td>
<td>585</td>
<td>696</td>
<td>549</td>
<td>984</td>
</tr>
<tr>
<td>2</td>
<td>747</td>
<td>858</td>
<td>969</td>
<td>485</td>
<td>645</td>
</tr>
<tr>
<td>3</td>
<td>774</td>
<td>885</td>
<td>996</td>
<td>658</td>
<td>469</td>
</tr>
<tr>
<td>4</td>
<td>487</td>
<td>558</td>
<td>649</td>
<td>846</td>
<td>647</td>
</tr>
<tr>
<td>5</td>
<td>744</td>
<td>855</td>
<td>966</td>
<td>474</td>
<td>847</td>
</tr>
</tbody>
</table>

**E. NUMERIC KEYPAD REVIEW**

Type the first column from top to bottom; then move to the next column. Press Enter after the last number in each column to display the result.

<table>
<thead>
<tr>
<th></th>
<th>1175*</th>
<th>194*</th>
<th>789*</th>
<th>324*</th>
<th>895*</th>
<th>836*</th>
<th>762*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>578*</td>
<td>254*</td>
<td>821*</td>
<td>323*</td>
<td>657*</td>
<td>174*</td>
<td>421*</td>
</tr>
<tr>
<td>2</td>
<td>614</td>
<td>247</td>
<td>868</td>
<td>563*</td>
<td>546</td>
<td>952</td>
<td>1175*</td>
</tr>
</tbody>
</table>
Word processing commands are introduced when they are needed to format a particular job (in this lesson, students need to learn the Italic and Underline commands).

Students are referred to the corresponding lesson in the Word Manual, which contains step-by-step directions, with screen shots and practice exercises so that students don’t get lost.

When students finish the practice exercises in the Word Manual, they are referred back to the text.

Go to Word Manual

Study Lesson 30 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.

Document Processing

Correspondence

30-17

MEMO TO: All Executive Assistants
FROM: Robbie Holt, Staff Development Coordinator
DATE: March 25, 20--
SUBJECT: Standardizing Document Formats

Last month we received our final shipment of new laser printers. The installation of these printers in your offices marked the final phaseout of all ink-jet printers.

Because all of us can now use a variety of standardized fonts in our correspondence, please note the following change: From now on, all titles in tables, correspondence, and reports should be set in Calibri 14. This new formatting change will help us to standardize our communications.

The latest edition of the book Quick Reference for the Automated Office has two pages of helpful information on laser printers. I have attached my comments. Please read these pages carefully, and we will discuss them at our next meeting.

urs

Attachment

LESSON PRACTICE

Correspondence Review

Italic and Underline

To italicize or underline text as you type:
1. From the Home tab, Font group, click the Italic or Underline button.
2. To italicize or underline existing text:
1. Click inside the word.
2. Click the Italic or Underline button. I to kill a mockingbird; press enter 1 time, and type the second sentence exactly as shown:

I will not have time to read To Kill a Mockingbird before Friday.

I will have time to read This Old House.

PRACTICE

2. Save changes to practice-24, and return to GDP.

To print only a part of a document, select the desired text. Click the Microsoft Office button, point to the Print button, and click Quick Print. See Lesson 21 for steps to add Quick Print to the toolbar.

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LESSON 27

**Business Letters With Enclosure Notations**

**A. PURPOSE**
- Stationary skills must be in line with the flow of business letters (and). Always check with the customer before typing.
- Business letters are to be typed in correct block style.
- Enclosure notations are used in the body of the letter to indicate that an item is enclosed with a letter.
- The purpose of the enclosure notation is to indicate to the recipient what is being enclosed.

**RULeS**
- If you agree I will let Mr. Hancock know.
- Johann left his job with IBM and went to Paris with his sister.
- Hancock may work in the coalfield when he is not busy here.
- Please quickly pack my box with the five dozen modern jugs.
- Hancock may work in the coalfield when he is not busy here.
- Ellen left her job with IBM and went to Paris with her sister.

**Example:**
- Mr. Ray will lead the delegation and Ms. Guy will be the
- Hancock may work in the coalfield when he is not busy here.
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**Document Processing**
- *Skillbuilding* 14.
- *Formatting* 12.
- *Language Arts* 11.

**Solutions:**
- Lines 4–14
- *Skillbuilding* 14.
- *Formatting* 12.
- *Language Arts* 11.

**Correspondence 27-6**
- To indicate that an item is enclosed with a letter:
- Enclosure notification is a symbol that indicates the end of one item is being enclosed.
- A. WARMUP
- Example:
- To indicate that an item is enclosed with a letter:
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No More Grading Papers!

New! GDP now scores both keystroking and formatting errors.

Instructors decide whether to have GDP automatically assign a grade to each document—based on parameters they choose—or to assign a grade manually.

GDP goes green.
Documents don't need to be printed because they are stored and graded electronically.

New! The customizable GPS (Grade Posting System) gradebook allows complete flexibility in setting up grades—with an easy-to-use, intuitive interface. Students can check their current average at any point in the school term, and instructors can save the gradebook in a comma-delimited format for uploading to Excel or to learning management systems (LMS) such as Blackboard or Angel.