

Typewriting

Digital Technology

Statement Code no: 2

Student:

Class:

At Junior Certificate level the student can:

Type a variety of documents using appropriate layout and styles

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1 | Recognise and manipulate all important parts of the typewriter or computer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Carry out basic maintenance and control and where appropriate switch machine on and off, insert cables as needed and change ribbon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Use controls to organise layout (line up paper, set spacing and margins) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Control and manipulate all parts of the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Type from straight copy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Type and rule a tabular statement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Type a letter, using a correct layout | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Type up special documents such as menus, memos, forms and notes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Proofread work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Correct work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun | Work in progress | Work completed