Typewriting

Digital Technology

Statement Code no: 2

Student:	Clas
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At Junior Certificate level the student can:

Type a variety of documents using appropriate layout and styles

Learning Targets - This has been demonstrated by your ability to: 1 Recognise and manipulate all important parts of the typewriter or computer 2 Carry out basic maintenance and control and where appropriate switch machine on and off, insert cables as needed and change ribbon 3 Use controls to organise layout (line up paper, set spacing and margins) 4 Control and manipulate all parts of the keyboard 5 Type from straight copy 6 Type and rule a tabular statement 7 Type a letter, using a correct layout 8 Type up special documents such as menus, memos, forms and notes		Date Commenced: OO/OO/OO Date Awarded: OC	0/00/00		
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8 Type up special documents such as menus, memos, forms and notes	6	Type and rule a tabular statement	000		
	7	Type a letter, using a correct layout	000		
O Proofreed work	8	Type up special documents such as menus, memos, forms and notes	000		
9 Flooliead work	9	Proofread work	000		
10 Correct work	10	Correct work	000		

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

Work begun 🔘 🔘 🔠 Work in progress	□ □ □ Work completed □ □ □
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