

# Typewriting

## Computers

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, Environmental and Social Studies, Civic Social and Political Education

Work begun    | Work in progress    | Work completed