

# Resource Packet

7<sup>th</sup> grade

Introduction to Office Productivity

Mrs. Best

Hope Middle School

Name \_\_\_\_\_

## Review

### Touch Method of Keyboarding

Fill in the blank.

1. Examine the \_\_\_\_\_ carefully to form a mental picture of the layout.
2. Keep your \_\_\_\_\_ on the copy.
3. Place your \_\_\_\_\_ on the center of each key with the fingers slightly \_\_\_\_\_.
4. Keep your \_\_\_\_\_ straight, low, and not touching the keyboard.
5. Strike the keys firmly and release them \_\_\_\_\_.
6. Do not look at your \_\_\_\_\_ while striking the keys. Eyes on \_\_\_\_\_.

### Proper Keyboarding Posture and Technique

7. Sit up \_\_\_\_\_.
  8. \_\_\_\_\_ flat on floor.
  9. Body \_\_\_\_\_ in front of the keyboard.
  10. \_\_\_\_\_ naturally by your side.
  11. Fingers \_\_\_\_\_.
  12. Wrists low but not \_\_\_\_\_ the keyboard.
  13. Quick, snapping \_\_\_\_\_.
  14. Quick, down and in motion of the \_\_\_\_\_.
  15. Right little finger used for the \_\_\_\_\_ key.
  16. Use the appropriate little finger for the \_\_\_\_\_ keys.
17. What are the home row keys? Fill in the blanks below  
\_\_\_\_\_

# Ultimate Typing

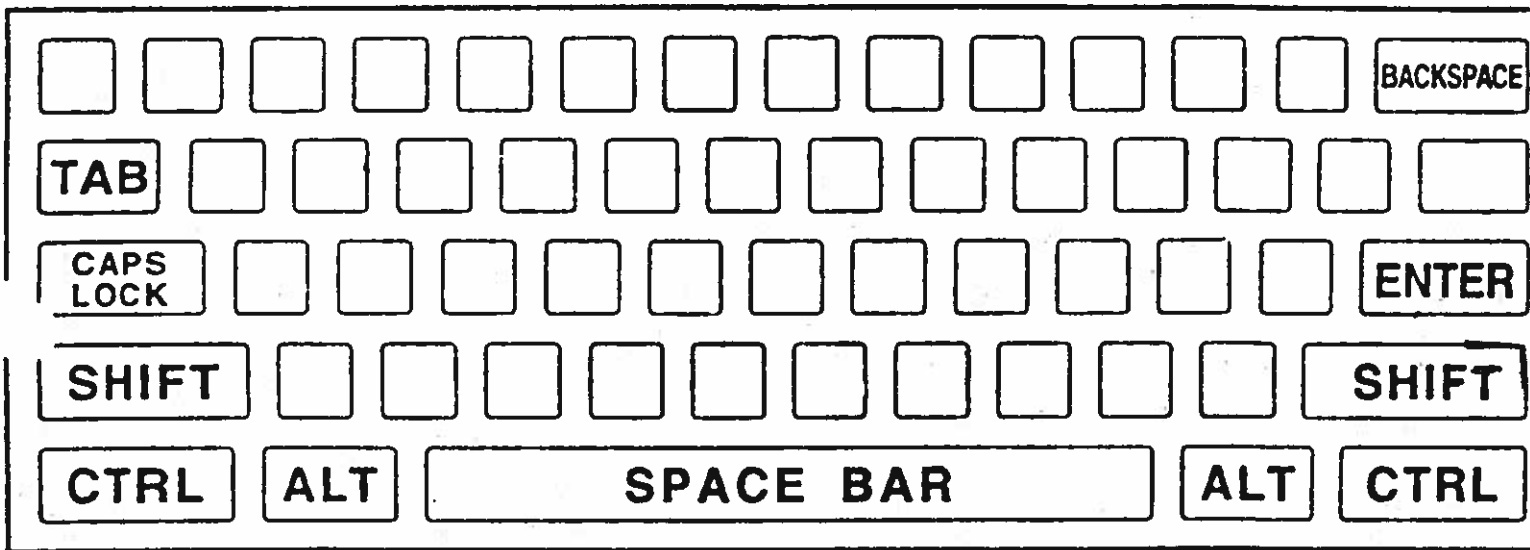
Y L R G O U A T O P R O W E  
E H H O M E R O W N K F A A  
S E M A G S S E S R U O C S  
I R S N U M B E R L O C K T  
T N U M E R I C K E Y P A D  
F N O I T A T C I D B I W C  
I F I N G E R R T H A P O Y  
H A D V A N C E D U C I R R  
S K E Y B O A R D Y K T M A  
T P P R O G R E S S S Y O R  
U S L O B M Y S E N P P T B  
L E T T E R S H R E A I T I  
A C C U R A C Y K C C N O L  
R L A S S E C C U S E G B K

PROGRESS  
COURSES  
FINGER  
BACKSPACE  
GAMES  
NUMERIC KEYPAD  
ACCURACY  
NUMBER LOCK  
SUCCESS  
TOP ROW  
ADVANCED  
LIBRARY  
SYMBOLS  
HOME ROW  
BOTTOM ROW  
LETTERS  
TYPING  
KEYBOARD  
DICTATION  
SHIFT

Play this puzzle online at : <http://thewordsearch.com/puzzle/77989/>

### BLANK KEYBOARD DIAGRAM

Directions: Fill in the blank keyboard.



Name \_\_\_\_\_  
Class -7<sup>th</sup> Grade Office Production  
Date \_\_\_\_\_

## Formatting and Editing Skills Questions (Review)

### Directions

Answer the questions below: This is a review.

### *Assignment Questions*

1. What type of software is word processing software?
2. Create a bulleted list of 3 types of documents that word processing software would be used to create.
3. Create a bulleted list of 2 advantages of using word processing software rather than handwriting a document.
4. Where on a word processing screen would you find the filename of a document?
5. What is the on-screen blinking character that shows where the next character will be entered?
6. What do scroll bars allow you to do?
7. Tools bars allow you to access what?
8. What are the measurements of a standard piece of typing paper?
9. Changing the page orientation of a document means that you change what?
10. Setting the margins of a document means that you have done what?

11. When something is keyed in the header of a document, where does it appear?  
When something is keyed in the footer of a document, where does it appear?
12. Would changing the margins of your document change the alignment of the text within the document? Why/why not?
13. What does line spacing refer to?
14. Word wrap allows you to do what?
15. Which type of centering results when text is centered between the left and right margin?  
Which type of centering results when text is centered between the top and bottom margin?
16. Create a bulleted list of your 3 favorite fonts.
17. What is adding color, bolding, and underlining called?
18. What would be the best formatting for text that needs to be arranged in a list?
19. If your teacher gave you a rough draft of a letter and asked you to make changes, what is this called?
20. When text is copied, is it removed from its current location?
21. What feature is accessed when text is cut or pasted?
22. What is the word processing feature that checks the spelling of words against a file of correctly spelled words?

23. What does the thesaurus allow you to do?
24. Allison's mouse is not working. Is she still able to use her word processing software?
25. Which word processing feature could Dan use to find a synonym for the word "attractive" for his essay?
26. Becky needs to type a series of numbers and wants to use the numeric keypad. What key must she strike in order to do this?
27. Eric is typing an essay for language arts. What key should he use to indent his paragraphs?
28. Joan is typing the title Countries in Asia in her social studies report. Which shift key should she use?
29. Which operational key is used to carry out commonly used commands, such as save and print.
30. Ricky has just finished his report and noticed that he left out an important sentence. What key would he use to add the missing sentence?
31. Alex accidentally brought up the Print window. What key would he use to close this window?
32. What key could be used instead of the left arrow key to quickly move you to the beginning of a line of text?
33. To quickly move through the pages of a document, which keys would you use?
34. Which key will automatically move the cursor 5 spaces at a time?
35. Which operational key would be used to access the commands in the menu bar?
36. Which key could you use to quickly access the Help feature?

## Apply Letter Formats Activity

Answer the questions below: If you do not have internet access – write the answers to the questions below:

### Assignment Questions

1. What is the difference between a personal-business letter and a business letter?
2. What is letterhead?
3. Which part of a letter identifies the address of the person writing the letter?
4. Which part of a letter identifies the address of the person receiving the letter?
5. What would be an example of a greeting/salutation?
6. What would be an example of a complimentary close?
7. What is the body of a letter?
8. What is block style?
9. What is the line spacing in the body of a letter?
10. What is the line spacing after the dateline?
11. What is the line spacing after the complimentary close?
12. What is the line spacing after the inside address?
13. What is the line spacing after the salutation?
14. What is the line spacing after the body?
15. If typist initials are included, what is the line spacing after the author's keyed name?
16. What is the difference between open punctuation and mixed punctuation?
17. When would an enclosure notation be used in a letter?
18. When would a copy notation be used in a letter?



# Parts of the Personal Business Letter

Directions: Label the following parts of the personal business letter.

complimentary close	letter address
writer's name	salutation
return address	body

\_\_\_\_\_

1456 Ward Boulevard  
Wilson, NC 27893  
October 17, 19--

\_\_\_\_\_

Computer Central  
2014 Montgomery Street  
Rocky Mount, NC 28564

\_\_\_\_\_

Dear Sir

On September 7, I ordered a copy of Microsoft Works from your catalog. I have an IBM computer.

I followed all the directions enclosed with the software for installation. Unfortunately, I was unable to install the program because of a disk failure.

\_\_\_\_\_

Will you please replace the software for another copy. I have contacted Microsoft and they informed me that it is a disk defect. Please send me a new copy and I will return the faulty one to you.

\_\_\_\_\_

Sincerely yours

\_\_\_\_\_

Mr. Charles N. Murphy

Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Class Period \_\_\_\_\_

## LABEL THE TABLE

**Directions:**

- Label the parts of the table using the word bank.
- Key the table using word processing software with appropriate format and spacing rules.
- Answer questions 1 through 10.

Main Title	Column Headings	Body
Secondary Title	Source	

**MADISON MIDDLE SCHOOL** ← 1.

**Class Schedule** ← 2.

3. →

Course	Teacher	Time
Science	Mr. Sawyer	8:14 a.m.
Math	Mrs. Jones	9:25 a.m.
Social Studies	Mr. Johnson	10:35 a.m.
Language Arts	Mrs. Smith	12:15 p.m.
Computer Keyboarding	Mrs. Austin	1:30 p.m.
Art	Mrs. King	2:30 p.m.

4. {

Source: MMS Data Management System

↑  
5.

6. What is the line spacing below the main title?
7. What is the line spacing below the secondary title?
8. What is the alignment of column headings?
9. What is the line spacing in the body of the table?
10. What is the purpose of the source?

## Computer Word Search

A G P S K A F M D F M L E O V I L C  
P A N R O R P O F T E A S K L P I S  
P N L I O F O P Q F M P U M G R C M  
L G P X M C T W L V O T O L C R O M  
I F G I L M E W T E R O M U E N T N  
C U P S C F A S A E Y P I E I F W E  
A D B U Y R L R S R N T N T O A R Q  
T W K W H R V F G O E L O S A A P T  
I D R A O B Y E K O R R O G W T U B  
O T E N R E T N I S R R R D A P A A  
N W N T Q U Q A M Q C P R G N M X D  
S T U P T U O D Q I M A X I C X E J  
T R G F R U O X M E H W V M C B M S

### APPLICATIONS

DATA  
INPUT  
LAPTOP  
MONITOR  
OUTPUT  
SCREEN

### APPLE

GAMES  
INTERNET  
MEMORY  
MOUSE  
PROCESSOR  
SOFTWARE

### CIRCUIT

HARDWARE  
KEYBOARD  
MICROSOFT  
NETWORK  
PROGRAMMING