



# COMMENTS LIBRARY

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**Note!** Preferences settings for Messaging, Resources, Gradebook, Formatting Assistant, Score Keystroking, and Proofreading Viewer affect GDP screen content and functionality. Your GDP screens may vary from those shown in this document.

<b>Default Preferences</b>	<b>Document Processing</b>
Messaging Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No	Formatting Assistant: <input checked="" type="radio"/> Yes <input type="radio"/> No
Resources Enabled: <input checked="" type="radio"/> Yes <input type="radio"/> No	Hide Format Scoring from Student: <input checked="" type="radio"/> Yes <input type="radio"/> No
Gradebook Type: <input type="text" value="Interim"/>	Score Keystroking: <input checked="" type="radio"/> Yes <input type="radio"/> No
	Proofreading Viewer: <input checked="" type="radio"/> Yes <input type="radio"/> No

## Comment Types

There are two types of Comments you can add in the Portfolio for a given item:

**General Comments** apply to the entire document and appear at the top of the dialog box.

**Correspondence Test 5-94: Business Letter in Block Style**

Attempt #3

Last Modified	12/26/2011 9:18 PM
Time Spent	03:22
Keystroking Errors	2
Formatting Alerts	0

General Comment

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so ...

Keystroking Errors

Click on a word to insert a text-specific annotation after that word.

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so that you will continue to improve.

**Annotations** appear at a particular point in the document or exercise.

General Comment

This is a very nice attempt! Focus on proofreading carefully and following formatting directions so ...

Keystroking Errors

Click on a word to insert a text-specific annotation after that word.

17 March 20

Mr. Antoine Devereux

Plant Manager

Technik Group

A comprehensive [Comments Library](#) appears at the end of this handout and includes General Comments and Annotations related to the exercises and documents taught in Lessons 1-120. Specific references to lessons and the Reference Manual are included to encourage students to use their textbooks and GDP as tools to find their own answers.

Use this detailed database of titles and comments to copy and paste desired information into your own Comments Library. Edit to suit your needs. All steps assume you are logged into Course Manager as a Full Instructor.

## Create a Comments Library in Advance

1. Click **GPS, Comments** tab.
2. Click the **Add Comment** hyperlink link just below the **Type** box.

**Note:** To filter your **Comments Library** and display either **Annotations** or **General Comments**, from the **Type** box, click the list arrow and click the desired choice. Click the **Title** column heading to sort in ascending or descending order by title. Click the **Text** column heading to sort in ascending or descending order by typed text.

3. From the **Add Comment** dialog box, click the list arrow next to the **Type** box; click either **Annotation** or **General**.
4. Type a title in the **Title** box, or copy/paste a title from the [Comments Library](#) and edit as desired.
5. In the **Comment** box, type the comment, or copy/paste a comment from the [Comments Library](#) and edit it as desired; click **Add Comment**.
6. Repeat steps 2 through 5 until all desired entries have been added.

Here's an example of a partially populated Comments Library:

Edit	Type	Title	Text	Delete
	Annotation	ATTACHMENT	Type "Attachment" directly below the reference initials. Review R-4D or R-7C in the Reference Manual and Lesson 29 in the textbook.	
	General	congratulations	Excellent job! Congratulations on this great effort.	
	General	congratulations on time	Excellent work!! Congratulations for being right on schedule.	
	General	congratulations perfect format	Excellent work!! Congratulations on completing this with perfect formatting.	
	General	congratulations zero keystroking errors	Excellent work!! Congratulations on completing this with zero keystroking errors.	
	Annotation	Dash	Type a dash by typing the first word followed directly by two hyphens without any spaces before or after followed directly by the second word and one space.	
	General	due date	This job is late and will be penalized. Check My GDP, Resources, Assignment Sheet for all due dates.	
	General	encouragement	This is a very nice attempt! Focus on proofreading carefully and following formatting directions so that you will continue to improve.	
	Annotation	ENVELOPE	Review R-6A in the Reference Manual and Lesson 28 in the textbook and Word Manual.	
	Annotation	FOOTNOTE	Footnotes must be proofread with great care as they include names, titles, dates, some with special formatting like italics, which could be easily missed.	
	Annotation	Formatting Alerts disregard	Disregard the Formatting Alerts for this job.	
	Annotation	Formatting Alerts follow	Make all corrections indicated under Formatting Alerts for this job.	
	Annotation	LETTER BLOCK STYLE	Review R-3A in the Reference Manual; CORRESPONDENCE, block style, Business Letter in Block Style in the electronic Reference Manual; and Lesson 26, pages 89-90, in the textbook. All lines are typed at the left margin.	
	Annotation	Letter Date	Review R-3A in the Reference Manual. Type the date 2 inches from the top of the page by pressing ENTER 5 times. Do not use the Center Page command. Do not type "--" when you see it in a date. Type the actual year.	
	General	Message Center	Please check your Message Center when you see a new message from me.	
	Annotation	Pressing Enter	Press ENTER at the end of a paragraph only, not at the end of a line within a paragraph. Lines will automatically wrap around as you type and reach the right margin. Forcing lines to break anywhere else causes scoring errors.	
	Annotation	Reference Initials	Type your reference initials (first initial of your first name and first initial of your last name) in black lowercase, no spaces, periods, or parenthesis. Press ENTER 2 times after the previous typed line before typing reference initials. Review R-3A and R-5B in the Reference Manual.	

## Edit the Comments Library

1. Click **GPS, Comments** tab; click the **Edit** icon for the desired comment (**General** or **Annotation**).
2. In the **Edit Comment** dialog box, make any desired changes; click **Save Comment**.
3. To delete the comment, click **Delete** in the last column; click **OK** to confirm the deletion.

## Insert a Comment in Student Portfolio

1. Under **USERS**, click **Students**.
2. From the **Students** tab, first column, click the Portfolio icon to the left of the desired student.
3. From the **Reports** tab, click anywhere over the desired item to expand it.
4. Click **Details** for the desired attempt.
5. Click **View in Word** for any desired document processing attempt.



**To switch to One Page view:** From the **View** tab, **Zoom** group, click **One Page**.



**To add One Page view to the Quick Access toolbar:** From the **Quick Access** toolbar, click the list arrow, and click **More Commands**; from the **Word Options** window, **Choose commands from** box, click the list arrow and click **View Tab**; from the left pane, click **One Page**; click the **Add** button between the panes; click **OK**. Now, whenever you open a document in Word, click the **One Page** button to view the open document as a single page.

## Create, Insert, Delete, or Edit a General Comment on the fly

**To create and insert a new General Comment and add it to the Library:**

- In the dialog box for that activity, click the **General Comment** button.

### Lesson 25: Correspondence 25-1: E-Mail Message


Attempt #3

**Last Modified** 12/23/2011 8:35 AM

**Time Spent** 00:27

**Keystroking Errors** 0

**Formatting Alerts** 0

General Comment 

- Click in the title box and type the desired title—in this example, *due date*.
- Click in the text box below, and type the comment text.
- Click **Insert and Add to Library**.



**Tip:** Copy and paste a comment title and comment text from the [Comments Library](#) at the end of this handout rather than typing individual entries.

### Edit General Comment

Library

Filter list

congratulations **1**  
 congratulations on time **2**  
 congratulations perfect format  
 congratulations zero keystroking e  
 Message Center  
 You earned a on this document.

due date

This job is late and will be penalized. Check My GDP, Resources, Assignment Sheet for all due dates.

Directions: Drag and drop one or more Library items to the text box above as needed.

**3**

Insert and Add to Library

Insert

Cancel

- Note that you are returned to the document window and the General Comment appears.
- Point to the General Comment icon to read the complete text for a long comment.



**To delete a General Comment:**

- Click the red X icon to remove the General Comment.

**Lesson 25: Correspondence 25-1: E-Mail Message**

Attempt #3

Last Modified	12/23/2011 8:35 AM
Time Spent	00:27
Keystroking Errors	0
Formatting Alerts	0

General Comment  

This job is late and will be penalized. Check My GDP, Resources, Assignment Sheet for all due dates.

**Remove general comment**

Keystroking Errors

Click on a word to insert a text-specific annotation after that word.

**To insert a General comment from the Library:**

- In the dialog box for that activity, click the **General Comment** button.
- In the **Edit General Comment** window, note that under **Library**, only General Comment entries (no Annotations) appear on the list.
- Point to a desired comment and drag and drop it into the text box to the right.
- Repeat if you wish to add more than one comment.
- Edit any entries in the text box itself as desired.
- Click **Insert** when you're finished.
- Point to a long General Comment to see complete text via a rollover tip.

**Edit General Comment**

Library

Filter list

congratulations **1** →

congratulations on time

congratulations perfect format

congratulations zero keystroking e

due date

Message Center **2** →



You earned a on this document.

Enter title here to save to your library

Excellent job! Congratulations on this great effort. Please check your Message Center when you see a new message from me.

Directions: Drag and drop one or more Library items to the text box above as needed.

**Insert and Add to Library** **3** **Insert** **Cancel**

**General Comment**  

Excellent job! Congratulations on this great effort. Please check your Message Center when you see a...

Ke...

Excellent job! Congratulations on this great effort. Please check your Message Center when you see a new message from me. rd.

**To use the “contains” filter in the Library filter list box:**

As your Library grows, you should use the “contains” filter in the Library filter list box to move to a desired annotation more efficiently. These examples are for annotations, but the same principles apply to General Comments. Here’s how it works:

- Note the order of entries in the unfiltered list.
- For this example, you want to drag and drop the last entry, “year.”

- Type a “y” in the **Filter list** box.
- Note that the Library filters to any entry that has the letter “y.”
- Type an “e” after the “y” in the **Filter list** box.
- Note that the Library filters to any entry that has “ye.”

**Create, Insert, Delete, or Edit an Annotation on the fly**

**To create and insert a new Annotation and add it to the Library:**

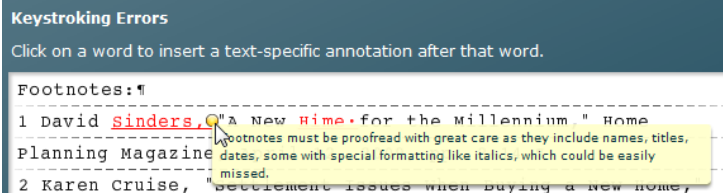
- In the dialog box for that activity, click the desired spot in the text box under **Keystroking Errors**.

- Click in the title box, and type the desired title—in this example, *FOOTNOTE*.
- Click in the text box below, and type the comment text.
- Click **Insert and Add to Library**.



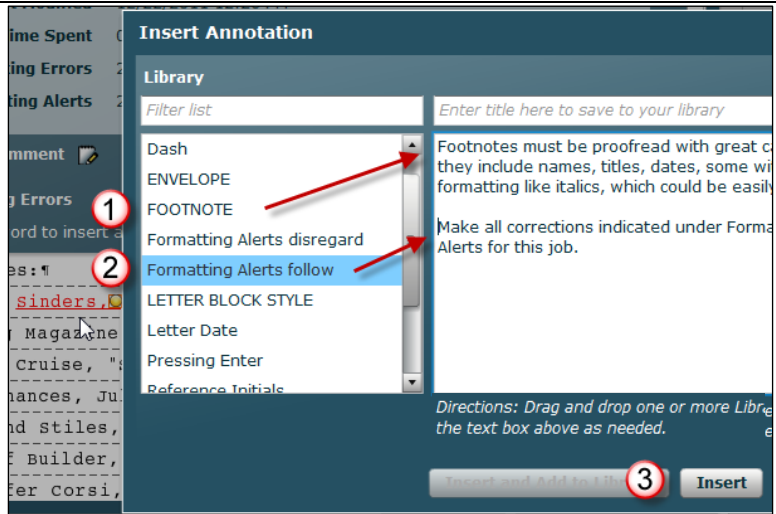
**Tip:** Copy and paste a comment title and comment text from the [Comments Library](#) at the end of this handout rather than typing individual entries.

- Note that you are returned to the document window and the Annotation displays when you point to the yellow dot.

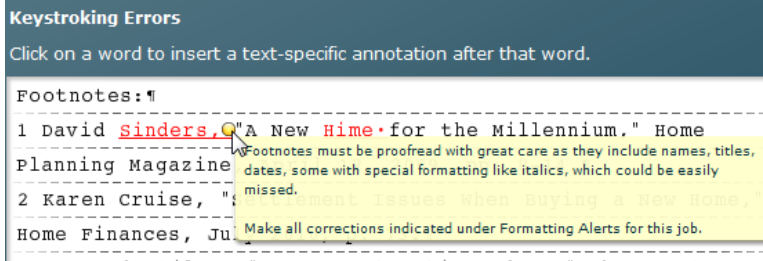


### To insert an Annotation comment from the Library:

- In the dialog box for that activity, click the desired spot in the text box under **Keystroking Errors**.
- In the **Insert Annotation** window, note that under **Library**, only Annotation entries (no General Comments) appear on the list.
- Use the "contains" filter as needed to display the desired comment.
- Point to a desired comment and drag and drop it into the text box to the right.
- Repeat if you wish to add more than one comment.
- Edit any entries in the text box itself as desired.
- Click **Insert** when you're finished.

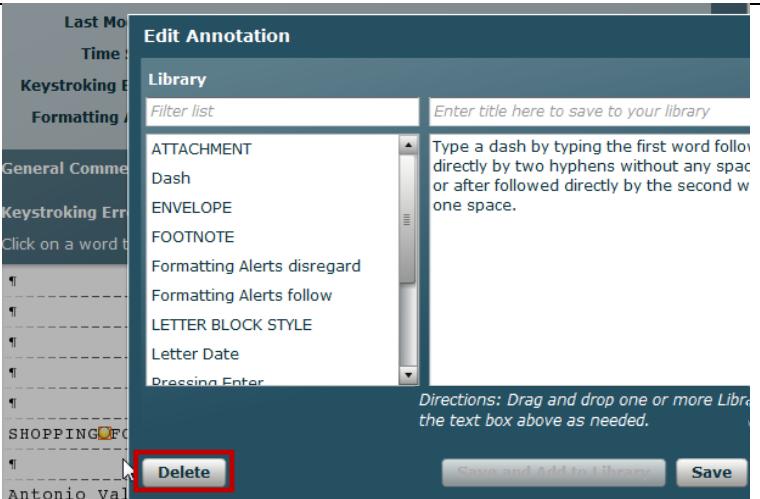


- Point to the yellow dot for the new comment to see the complete comment text display via a rollover tip.



### To delete one Annotation:

- Click any yellow dot to open the **Edit Annotation** window.
- Click **Delete**.
- Note that the **Edit Annotation** window closes, you are returned to the **Details** window, and the Annotation is gone.



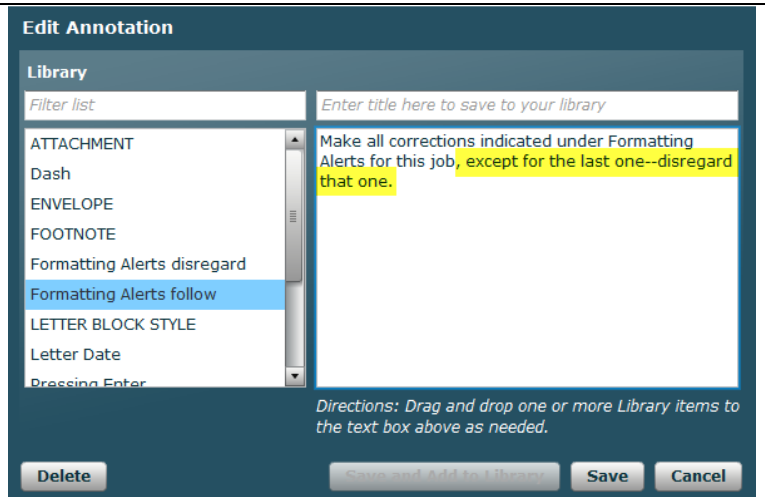
### To delete all Annotations:

- Expand the desired item.
- Click **Details** for the desired attempt.
- Scroll to the bottom of the Details window, and click **Delete Annotations**.
- Note that all the Annotations are gone.



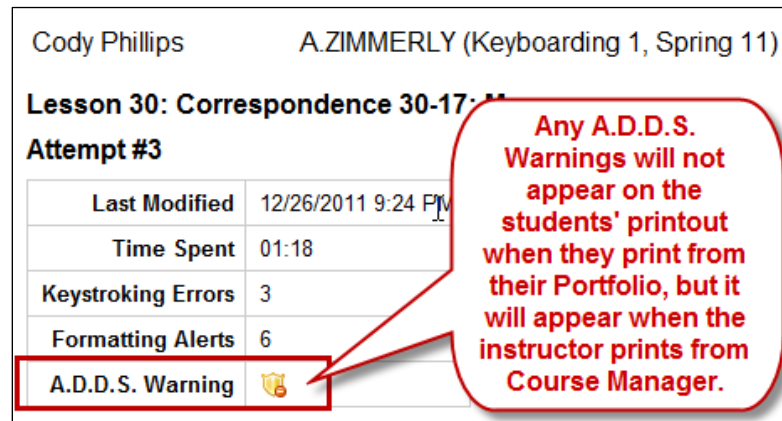
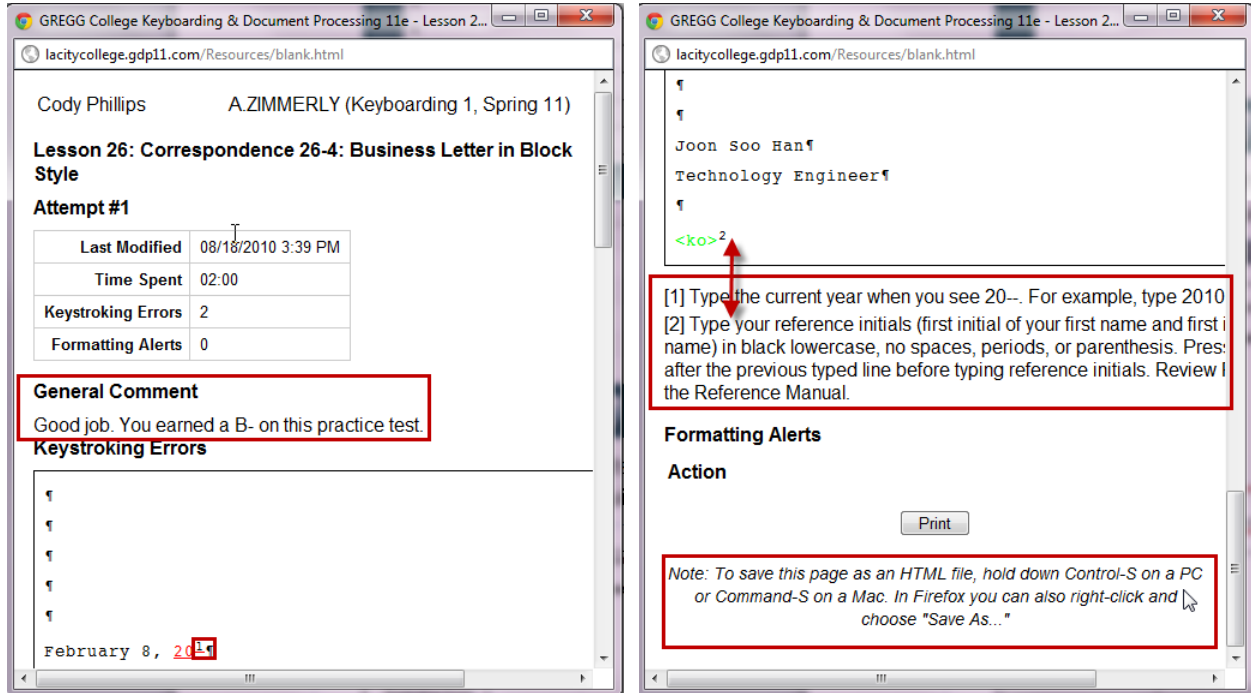
### To edit an Annotation:

- Click the yellow dot over the desired annotation to open the **Edit Annotation** window.
- Make any desired edits. (In this example, the highlighted words were added.)
- Click **Save** when you're finished.



## View and Print Portfolio Comments


See [Course Manager Tips](#), “Using Filters on the Students Tab,” “Opening the Student Portfolio,” “Using the Student Portfolio—Sort and Reverse Sort by Column Heading; Date, Lesson, and Title; Expanding, Collapsing, and Sorting Items; and Annotations” for steps to view and print existing comments.



## COMMENTS LIBRARY

### Conventions:

- Titles in all lowercase (for example, [congratulations, on time](#)) are generic comments that may be used as General Comments.
- Titles in all caps (for example, [LETTER, BLOCK STYLE](#)) are generic comments for a specific type of document and can be used as a general Annotation on the first line of a job.
- Titles in principal caps (for example, [Letter Date](#) or [Reference Initials, "urs"](#), or [Reference Manual, Electronic](#)) are specific annotations inserted at a pertinent point in a document.
- Titles in blue (for example, [PROOFREADING CHECK](#)) are specific comments used in [Arlene Zimmerly's Keyboarding 1 course](#) and will not necessarily apply to your course.

Title	Comment
AGENDA	Review R-11A in the Reference Manual; or REPORTS, agenda, meeting, Meeting Agenda in the electronic Reference Manual; and Lesson 72 in the textbook.
ATTACHMENT	Type "Attachment" directly below the reference initials. Review R-4D or R-7C in the Reference Manual and Lesson 29 in the textbook.
B key Lesson 5	Did you remember to type the "b" with the "f" finger? The "b" is one of the most troublesome keys in the technique check coming up after Lesson 10.
C key Lesson 5	Did you remember to type the "c" with the "d" finger? The "c" is one of the most troublesome keys in the technique check coming up after Lesson 10.
congratulations, on time 	Excellent work!! Congratulations for being right on schedule.
congratulations, timed writing	Excellent work!! Congratulations for meeting the goal for speed and accuracy.
congratulations, zero keystroking errors	Excellent work!! Congratulations on completing this with zero keystroking errors.
congratulations, perfect format	Excellent work!! Congratulations on completing this with perfect formatting.
Dash	Type a dash by typing the first word, two hyphens (no spaces before or after), the second word, and one space.
documents, extra	Please do NOT do any unassigned documents yet! Instead, spend your time correcting all errors on the required documents and doing your best to proofread them with zero errors on the first scored attempt to build proofreading skill.
documents, repeat	You may repeat any job one time to raise your grade, so don't be discouraged by any low grades. Click Edit Work for a regular job or Start Work for a Proofreading Check. If you had formatting errors, check the Reference Manual, text, and any instructor annotations for formatting tips.

Title	Comment
drills, wrong lines	You're typing the wrong line. The directions on the GDP screen at the bottom will always list the page and line number. Try again.
E-MAIL	Review R-5C—D in the Reference Manual; CORRESPONDENCE, e-mail, E-mail Message in the electronic Reference Manual; and Lesson 25 in the textbook and Word Manual.
encouragement	This is a very nice attempt! Focus on proofreading carefully and following formatting directions so that you will continue to improve.
ENVELOPE	Review R-6A in the Reference Manual and Lesson 28 in the textbook and Word Manual.
ENTER key	Press ENTER at the end of a paragraph only, not at the end of a line within a paragraph. Lines will automatically wrap around as you type and reach the right margin. Forcing lines to break anywhere else causes scoring errors.
ENTER twice	Press ENTER 2 times between paragraphs.
error, marking	<p>{insertion} in blue indicates a word or hard return to be deleted.</p> <p>&lt;omission&gt; in green indicates a word or hard return to be inserted.</p> <p><u>misstroke</u> in red indicates an incorrect word or spacing error after that word.</p>
error, correction	Correct all typos in all documents.
error, spelling grammar	Proofread your document carefully. Review Lesson 24 in the Word Manual to for information on Word's spelling and grammar tool.
extra documents	Do NOT type any documents not specifically assigned on the assignment sheet.
FOOTNOTE	Footnotes must be proofread with great care as they include names, titles, dates, some with special formatting like italics, which could be easily missed.
Formatting Alerts, disregard	Disregard the Formatting Alerts for this job.
Formatting Alerts, follow	Make all corrections indicated under Formatting Alerts for this job.
grade	You earned a on this document.
italicize	Italicize titles of major works like books.
ITINERARY	Review R-11C in the Reference Manual; REPORTS, itinerary, Itinerary, in the electronic Reference Manual; and Lesson 71 in the textbook.
LABEL	Review Lesson 28 in the textbook and Word Manual and R-6A in the Reference Manual.
Language Arts	Repeat the Language Arts tutorial in GDP for this lesson and try the Language Arts exercise again.

Title	Comment
late work	This job is late and will be penalized. Check My GDP, Resources, Assignment Sheet for all due dates.
line spacing, double	Change your line spacing throughout the entire document to double. Press CTRL + A to select the entire document then CTRL + 2 to change to double spacing. Adjust any extra blank lines or add blank lines as needed.
LETTER, BLOCK STYLE <a href="#">🔗</a>	Review R-3A in the Reference Manual; CORRESPONDENCE, block style, Business Letter in Block Style in the electronic Reference Manual; and Lesson 26, pages 89-90, in the textbook. All lines are typed at the left margin.
Letter, Body	Review R-3A in the Reference Manual. Press ENTER 2 times above and below each paragraph in the body of a letter. Do not indent paragraphs.
Letter, Complimentary Close	Press ENTER 2 times after typing the last paragraph in the body, type the complimentary closing, then press ENTER 4 times just before typing the writer's identification.
Letter, Date <a href="#">🔗</a>	Review R-3A in the Reference Manual. Type the date 2 inches from the top of the page by pressing ENTER 5 times. Do not use the Center Page command. Do not type "--" when you see it in a date. Type the actual year.
Letter, Display	Review R-3A in the Reference Manual; CORRESPONDENCE, block style, Business Letter in Block Style, in the electronic Reference Manual; and Lesson 44 the textbook and Word Manual for double indent. Type a displayed paragraph single-spaced and indented 0.5 inch from both the left and the right margins.
Letter, Enclosure Notation	Review R-3B and R-5B in the Reference Manual and Lesson 27 in the textbook. Type "Enclosure" directly below the reference initials by pressing ENTER 1 time after typing the reference initials.
Letter, Inside Address	Review R-3A in the Reference Manual. Type the date, then press ENTER 4 times and type the inside address. Press ENTER 2 times after the inside address then type the salutation.
LETTER, MODIFIED-BLOCK	Review R-3B and R-3D in the Reference Manual; CORRESPONDENCE, modified-block style, Business Letter in Modified-Block Style, in the electronic Reference Manual; and Lesson 45 in the textbook and Word Manual. Type the date and closing 3.25 inches in from the left margin.
LETTER, MULTIPAGE	Review R-5A-B in the Reference Manual; CORRESPONDENCE, multipage, Multipage Business Letter in the electronic Reference Manual; Lesson 66 in the textbook; and Lesson 32 in the Word Manual.

Title	Comment
LETTER, PERSONAL-BUSINESS	Review R-3D and R-12D in the Reference Manual; CORRESPONDENCE, personal-business, Personal-Business Letter in Modified-Block Style and Application Letter in Block Style in the electronic Reference Manual; and Lesson 54 in the textbook. No reference initials are used.
Letter, Salutation	Review R-3A in the Reference Manual and Lesson 26 in the textbook. Type the inside address, press ENTER 2 times, and type the salutation. Press ENTER 2 times after the salutation to begin the body.
Letter, Writer's ID	Review R-3A in the Reference Manual and Lesson 26 in the textbook. Type the complimentary closing, press ENTER 4 times, type the writer's identification, press ENTER 2 times, and then type the reference initials.
LISTS	Review R-3B—C, R-5B, and R-12C—D in the Reference Manual. Study the examples carefully. See Lesson 33 in the textbook and Word Manual.
MAP+	Click the Map+ button in GDP, and click the View MAP Slideshow button to review how to use MAP.
MEMO	Review R-4D and R-9C in the Reference Manual; CORRESPONDENCE, memo, in the electronic Reference Manual; and Lesson 29 in the textbook. Begin the memo 2 inches from the top of the page by pressing ENTER 5 times. Press ENTER 5 times to type the memo headings including the colons in all-caps and bold 2 inches from the top of the page. Press TAB after typing the colon to align the heading entry. Press ENTER 2 times after each heading entry.
Memo Body	Review R-4D and R-9C in the Reference Manual; CORRESPONDENCE, memo, in the electronic Reference Manual; and Lesson 29 in the textbook. Type the last memo heading, press ENTER 2 times, and type the first paragraph of the body. Press ENTER 2 times between paragraphs and just before the reference initials. Do not indent paragraphs.
Message Center	Check your Message Center when you see a number by My GDP and Message Center.
MINUTES	Review R-11B in the Reference Manual; REPORTS, minutes of a meeting, Minutes of a Meeting in the electronic Reference Manual; and Lesson 72 in the textbook.
paragraph indent	Don't indent paragraphs in a block-style letter or a memo or any single-spaced document. Review R-14C in the Reference Manual and open your text to page 120 and look at the proofreaders' mark for a new paragraph and the draft and final copy examples.

Title	Comment
proofreaders' marks	Review R-14C in the Reference Manual, Proofreaders' Marks in the electronic Reference Manual, and Lesson 33 and 35 in the textbook.
proofreading tips	Take extra care when proofreading items like names, titles, dates, and amounts. Review Lesson 33G for proofreading tips.
PROOFREADING CHECK <a href="#">🔗</a>	Your goal on a Proofreading Checks is to have zero keystroking errors on a Start Work attempt. If you have keystroking errors, click Start Work to start from a blank screen and try again.
PROOFREADING CHECK Edit Work	You have successfully completed this Proofreading Check with zero keystroking errors on a Started Attempt. Therefore, you do not need to retype the document. However, to improve your formatting grade, click Edit Work and correct formatting errors.
PROOFREADING CHECK Start Work	Retype this Proofreading Check using Start Work until you have zero keystroking errors. You're not allowed to use Edit Work for a Proofreading Check.
Reference Initials	Type your reference initials (initials of your first and last Student Name used to log in to GDP) in lowercase without spaces in black in place of the red "urs." Press ENTER 2 times after the previous typed line before typing reference initials. Review R-3A and R-5B in the Reference Manual.
Reference Initials, red	Type your reference initials in black, not red.
Reference Initials, "urs" <a href="#">🔗</a>	When you see "urs" in red the textbook, type the initials of your first and last Student Name used to log-in to GDP in lowercase without spaces in black, in place of the red "urs."
Reference Manual, Electronic <a href="#">🔗</a>	Remember to use the electronic reference Manual in GDP. Access it by clicking the Reference Manual button. You can also find it in the introductory pages of your textbook and Word Manual.
repeat document	You may resubmit this document one time to raise your grade. Use the Scoring Results window to verify accuracy. Correct all typos and check the Reference Manual and instructor annotations for formatting tips. After you edit, use Browse and Submit Work again. I will then replace a lower grade with the improved grade.
REPORT ACADEMIC	Review R-8C—D and R-9D in the Reference Manual; REPORTS, academic style, Multipage Academic Report in the electronic Reference Manual; and Lesson 34 in the textbook. Press ENTER 5 times to type the title 2 inches from the top of page; then change to double spacing to type the remainder of the report.

Title	Comment
Report Academic, Body	Review R-8C in the Reference Manual, and Lesson 34 in the textbook. Press ENTER 1 time above and below all paragraphs in the body. Press ENTER only at the end of a paragraph. Press TAB 1 time to indent paragraphs.
Report Academic, Byline	Review R-8C in the Reference Manual and Lesson 34 in the textbook. Type the byline centered in bold. Press ENTER 1 time before and after typing the byline.
Report Academic, Date	Review R-8C in the Reference Manual, and Lesson 34 in the textbook. Type the date centered in bold. Press ENTER 1 time before and after typing the byline.
Report Academic, Footnotes	Review Lesson 46 and 53 in the textbook and Lesson 46 in the Word Manual.
Report Academic, Indent Paragraph	Review Lesson 34 in the textbook. Indent all paragraphs in an academic report.
Report Academic, Line Spacing	Review Lesson 34 in the textbook. Set double spacing for the entire academic report. If you have mixed single and double spacing inside the report, press CTRL + A to select the entire document and then CTRL + 2 to set double spacing.
Report Academic, List	Review Lesson 34 in the textbook; R-8C and R-12C—D in the Reference Manual; and REPORTS, academic style, Multipage Academic Report in the electronic Reference Manual. Double-space the entire list.
Report Academic, Page Number	Review R-8C—D in the Reference Manual; REPORTS, academic style, Multipage Academic Report; Lesson 34 and 63 in the textbook, and Lesson 32 in the Word Manual. Do not number the first page of a report. Insert a page number in the top right corner of the second and subsequent report pages.
Report Academic, Paragraph Heading	Review R-8C in the Reference Manual, and Lesson 34 in the textbook. Press TAB 1 time to indent all paragraph headings. Type paragraph headings in upper- and lowercase letters in bold followed by a bolded period. Press ENTER 1 time above and below paragraph headings.
Report Academic, Side Heading	Review R-8C in the Reference Manual, and Lesson 34 in the textbook. Type all side headings at the left margin in all-caps and bold. Press ENTER 1 time above and below side headings.
Report Academic, Subtitle	Review R-8C in the Reference Manual. After typing the title of an academic report, press ENTER 1 time and type the subtitle in bold, with upper- and lowercase letters with a 12-point font size. Press ENTER 1 time after typing the subtitle to begin the body.

Title	Comment
Report Academic, Title	Review R-8C in the Reference Manual. Type the title of an academic report 2 inches from the top of the page by first setting double spacing and then pressing ENTER 3 times. Type the title in bold and all caps with a 14-point font size. Do not change to 14-point font until after you press ENTER 3 times to begin the report. Press ENTER 1 time after typing the title. Press ENTER 1 time between each line of a 2-line title.
Report Academic, Title Block	Review R-8C and R-8D in the Reference Manual. Change to double spacing (CTRL + 2), press ENTER 3 times in double spacing, type the title in 14-pt. bold, press ENTER 1 time and type the subtitle (or date) in bold, with upper- and lowercase letters with a 12-point font size. Press ENTER 1 time after typing the subtitle (or date) to begin the body.
REPORT APA	Review R-10A—B in the Reference Manual; REPORTS, APA style, Report in APA Style in the electronic Reference Manual; and Lesson 47 in the textbook.
Report APA, Header	Review Lesson 47 in the textbook and Word Manual. Insert a right-aligned header for all pages with a shortened title and automatic page number.
Report APA, Headings	Review Lesson 47 in the textbook and R-10A in the Reference Manual. Type main headings centered in upper- and lowercase letters. Press ENTER 1 time before and after the main heading.
Report APA, Line Spacing	Review Lesson 47 in the textbook and R-10A in the Reference Manual. Set double spacing for the entire business report. If you have mixed single and double spacing inside the report, press CTRL + A to select the entire document and then CTRL + 2 to set double spacing.
Report APA, Margins	Review Lesson 47 in the textbook and R-10A in the Reference Manual. Review Lesson 42 in the textbook and Word Manual. Use default 1-inch top and bottom margins and change the left and right margins to 1 inch.
Report APA, Reference List	Review R-10B in the Reference Manual, Lesson 47 and 49 in the textbook, and Lesson 49 in the Word Manual. Use the same margins, spacing, and header as other APA pages. Type References centered and press ENTER 1 time. Set a hanging indent and type the first line. Press ENTER 1 time between each entry. Italicize publication titles.
Report APA, Title	Review Lesson 47 in the textbook and R-10A in the Reference Manual. Center and type the title and byline in upper- and lowercase.

Title	Comment
REPORT BUSINESS	Review R-8A—B, R-9A, and R-9D in the Reference Manual; REPORTS, business (all examples), in the electronic Reference Manual, and Lesson 31-33 in the textbook. Type the title 2 inches from the top of the page by pressing ENTER 5 times.
REPORT BUSINESS, BIBLIOGRAPHY	Review R-9B in the Reference Manual, and Lesson 49 in the textbook and Word Manual. Press ENTER 5 times to begin. Type BIBLIOGRAPHY centered in all caps, 14-point font, and bold and press ENTER 2 times. Set a hanging indent and type the first line. Single-space each entry and press ENTER 2 times between each entry. Italicize publication titles.
Report Business, Body	Type the body 1 blank line below the previous line, single-spaced positioned at the left margin—do not indent paragraphs. Press ENTER 2 times between paragraphs. Press ENTER only at the end of a paragraph.
Report Business, Byline Date	Type the byline centered in bold. Press ENTER 2 times before and after typing the byline and/or date.
Report Business, Display	Review R-8B and R-8D in the Reference Manual; REPORTS, academic style, Multipage Academic Report (second one) in the electronic Reference Manual; and Lesson 46 and 87 in the textbook and Lesson 44 in the Word Manual for double indent. Type a displayed paragraph single-spaced and indented 0.5 inch from both the left and the right margins.
Report Business, Footnotes	Review R-8A —B and R-9A; REPORTS, footnotes (all entries) in the electronic Reference Manual; and Lesson 46 in the textbook and Word Manual.
Report Business, Line Spacing	Set single spacing for the entire business report. If you have mixed single and double spacing inside the report, press CTRL + A to select the entire document and then CTRL + 1 to set single spacing.
Report Business, List	Review R-8A, R-9A, and R-12C—D in the Reference Manual; Lesson 31 and 33 in the textbook. Press ENTER 2 times before and after list. Single-space 1-line lists. For a multiline list, press ENTER 2 times between each item.
Report Business, Page Number	Review R-8B in the Reference Manual; Lesson 32 in the textbook and Word Manual; and REPORTS, business, Multipage Business Report in the electronic Reference Manual. Insert a page number in the top right corner of the second and subsequent report pages only. Do not number the first page of a report.
Report Business, Paragraph Heading	Review R-8A in the Reference Manual and Lesson 31 in the textbook. Type all paragraph headings at the left margin in upper- and lowercase letters in bold followed by a bolded period. Press ENTER 2 times above and below paragraph headings.

Title	Comment
Report Business, Side Heading	Review R-8A in the Reference Manual and Lesson 31 in the textbook. Type all side headings at the left margin in all-caps and bold. Press ENTER 2 times above and below side headings.
Report Business, Subtitle	Review R-8A in the Reference Manual and Lesson 31 in the textbook. After typing the title of a business report, press ENTER 2 times and type the subtitle in bold, with upper- and lowercase letters with a 12-point font size. Press ENTER 2 times after typing the subtitle to begin the body.
Report Business, Title	Review R-8A in the Reference Manual and Lesson 31 in the textbook. Type the title of a business report 2 inches from the top of the page by pressing ENTER 5 times in single spacing. Type the title in bold and all caps with a 14-point font size. Do not change to 14-point font until after you press ENTER 5 times to begin the report. Press ENTER 2 times after typing the title. Type 2-line titles single spaced.
Report Business, Title Block	Review R-8A in the Reference Manual and Lesson 31 in the textbook. Set single spacing for the entire business report. If you have mixed single and double spacing inside the report, press CTRL + A to select the entire document and then CTRL + 1 to set single spacing.
REPORT MLA	Review R-10C—D in the Reference Manual; REPORTS, MLA Style (all entries) in the electronic Reference Manual; and Lesson 48 in the textbook.
Report MLA, Body	Review Lesson 48 in the textbook. Indent all paragraphs 0.5 inch. Press ENTER 1 time between paragraphs. Press ENTER only at the end of a paragraph.
Report MLA, Header	Review Lesson 48 in the textbook, and R-10C—D in the Reference Manual. Insert a right-aligned header for all pages with the author's last name and an automatic page number.
Report MLA, Heading	Review Lesson 48 in the textbook, and R-10C—D in the Reference Manual. Type each element of the heading (your name, your instructor's name, class name, and date) on a separate line at the left margin. Type the date day-month-year style.
Report MLA, Line Spacing	Review Lesson 48 in the textbook. Set double spacing for the entire business report. If you have mixed single and double spacing inside the report, press CTRL + A to select the entire document and then CTRL + 2 to set double spacing.
Report MLA, Margins	Review Lesson 48 in the textbook, and R-10C—D in the Reference Manual. Use default 1-inch top and bottom margins.
Report MLA, Title	Review R-10C—D in the Reference Manual. Center and type the title in upper- and lowercase letters.

Title	Comment
REPORT MLA, WORKS-CITED	Review R-10D in the Reference Manual, Lesson 48 in the textbook, and Lesson 49 in the Word Manual. Use the same margins, spacing, and header as other MLA pages. Type Works Cited centered, and press ENTER 1 time. Set a hanging indent and type the first line. Press ENTER 2 times between each entry. Italicize publication titles.
REPORT, TABLE OF CONTENTS	Review R-7D in the Reference Manual, Table of Contents in the electronic Reference Manual, and Lesson 50 in the textbook and Word Manual. Press ENTER 5 times, and type the title centered in all caps and bold with a 14-point font. Press ENTER 2 times after the title. Set a left tab at 0.5 inch and a right tab at 6.5 inches with dot leaders. Type the main headings in all caps with 1 blank line above and below them. Press TAB 1 time to indent subheadings and single-space subheadings. Press TAB again to insert dot leaders and type the page number.
REPORT, TITLE PAGE	Review R-7B in the Reference Manual; REPORTS, Title Page, in the electronic Reference Manual. Review Lesson 50 in the textbook and Lesson 38 in the Word Manual. Center the page vertically. Center the title in all caps and bold with a 14-point font. Press ENTER 2 times after the title. Center the subtitle in upper- and lowercase and bold in a 12-point font. Press ENTER 12 times after the subtitle. Press ENTER 12 times above "Prepared by."
RESUME	Review R-12A in the Reference Manual; REPORTS, resume, in the electronic Reference Manual; and Lesson 51 in the textbook and Word Manual.
Right Shift key, Lesson 6	Did you remember to use the RIGHT shift key to capitalize letters typed with the opposite LEFT hand?
Left Shift key, Lesson 4	Did you remember to use the LEFT shift key to capitalize letters typed with the opposite RIGHT hand?
spacing	Space 1 time between words.
Spacing, single	Change your line spacing to single. Press CTRL + A to select the entire document then CTRL + 1 to change to single spacing.
symbol, end line	The red   symbol indicates the end of a line. Press ENTER to start a new line when you see it.
symbol, paragraph	The ¶ symbol indicates the start of a new paragraph. In a single-spaced document, paragraphs are blocked (not indented). In a double-spaced document, paragraphs are indented (not blocked).
tab	Press the TAB key at the start of paragraphs in academic report to indent them. When you see the green <[T]> in scored copy, it means you need to press TAB at that point.

Title	Comment
TABLE	Review R-13A—D in the Reference Manual; TABLES, boxed, open, and ruled in the electronic Reference Manual; and Lesson 36-39 in the textbook and Word Manual.
Table \$	Review R-13A-D in the Reference Manual, Lesson 39 in the Word Manual, and Lesson 39H in the textbook for an explanation of spacing with column entries that include a \$ (dollar sign) and spaces. If the column entry includes a dollar sign, add space after the dollar sign to align the dollar sign just to the left of the widest column entry below it. Add 2 spaces for each digit and 1 space for each comma.
Table, AutoFit	Review Lesson 36 in the textbook and Word Manual. Cell widths should be adjusted automatically to fit the contents of the.
Table, Borders	Review Lesson 36 in the textbook and Word Manual. Boxed tables have borders and open tables do not. Ruled tables have a mix of the two.
Table, Boxed	Review R-13A in the Reference Manual; TABLES, boxed in the electronic Reference Manual; and Lesson 36 in the textbook and Word Manual. Boxed tables have borders.
Table, Center	Review Lesson 38 in the textbook and Word Manual. Tables alone on a page are centered both horizontally and vertically.
Table, Column Headings	Review 13A—D in the Reference Manual, and Lesson 36 and 38 in the textbook and Word Manual. Type column headings in bold upper- and lowercase letters. Center all column headings and left-align text columns (or a mix of text and numbers) and right-align column entries that could be used in mathematical calculations.
Table, Heading Block	Review 13A—D in the Reference Manual and Lesson 36 and 37 in the textbook and Word Manual. Merge cells in Row 1 to hold the heading block. Type the title centered in all-caps and bold, with a 14-point font in row 1. Press ENTER 1 time after typing the title. If the table has a subtitle, press ENTER 1 time to the subtitle. Type the subtitle centered in bold, with a 12-point font. Press ENTER 1 time after typing the subtitle.
Table, Number Columns	Review R-13A—D in the Reference Manual and Lesson 39 in the textbook and Word Manual. Center all column headings and left-align text columns (or a mix of text and numbers) and right-align column entries that could be used in mathematical calculations.
Table, Open	Review R-13B in the Reference Manual and Lesson 37 in the textbook and Word Manual. Remove borders in an open table.

Title	Comment
Table, Ruled	Review R-13C in the Reference Manual and Lesson 39 in the textbook and Word Manual. Ruled tables have all borders removed first. Then a top and bottom border are applied to Row 2. Then a bottom border is applied to the last row of the table.
Table, Within Document	Review R-4D, R-5A, and R-8B in the Reference Manual, and Lesson 68 in the textbook.
tests	Never take a test on campus until you have successfully completed the practice test even if it means taking the test late and getting a 10% penalty. You have a much better chance of passing the campus test when you have passed the practice test.
timed writings 3'	Beginning with Lesson 52, you have a choice to select either a 5-minute or 3-minute timed writing length. Select the 3-minute timing in 52-D and for all timings thereafter.
timed writings 3'	Beginning with Lesson 52, you have a choice to select either a 5-minute or 3-minute timed writing length. Select the 3-minute timing in 52-D and for all timings thereafter.
timed writings, error limit	The error limit on this timed writing is 5 and you have only 1 error. Repeat the timed writing again pushing slightly for speed.
trailing hard returns	The added hard return (extra blank line created by pressing Enter) of the line is causing a scoring error. This type of scoring error does not affect the printed document in any way, so it does not affect your grade. Don't add trailing Enters at the end of a document. Type the last printing keystroke at the end of the document and nothing else.
trailing spaces	Delete the trailing spaces at the end of a line. This type of scoring error does not affect the printed document in any way, so it does not affect your grade. In the future, type the last printing keystroke at the end of the line and nothing else and stop or press ENTER to begin the next line.
underscore and ending punctuation	Do not underscore the ending punctuation in an underscored sentence.
Word, Show/Hide	On Word's Standard toolbar, click the Show/Hide button—it's the one that looks like the paragraph symbol. This feature allows you to show formatting symbols like spaces, tabs, and paragraph symbols representing hard returns so that you can check your document in detail for typos and formatting errors. Review Lesson 24 in the Word Manual.
word wrap	Press ENTER only at the end of a paragraph. In Word, lines wrap automatically as you approach the right margin. Your line endings in Word will not match those in the book.

Title	Comment
X key Lesson 7	Did you remember to type the “x” with the “s” finger? The “x” is one of the most troublesome keys in the technique check coming up after Lesson 10.
year	Type the current year in black when you see 20--.
yellow highlight	Highlighted words are spelling words from the language arts activities. Do not highlight these words in yellow when you type a document.