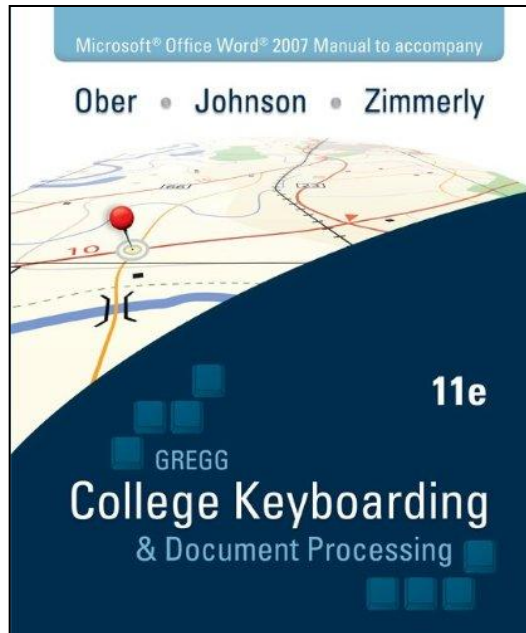




# Orientation to Word Processing, Keyboarding 2



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Document Processing, 11e*

**Note:** This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.

# Topics

- Practice exercises
- Document processing (DP)
- GDP on a Mac
- Word Options
- File management
- Microsoft *Word Manual*
- Lesson 21E: file management and orientation to Practice exercises
- Return to GDP routine
- Lesson 67J and Correspondence 65-63: typical Practice exercise and DP job
- Reference Manual
- GDP routines: Start Work, manage and save files, Browse, and Submit Work
- Annotations
- Edit work
- Scoring results
- Proofreading skills
- Proofreading Checks
- Extra credit for proofreading
- Document assessment, grades, Gradebook, and filters

# Practice Exercises and Document Processing Jobs

- You will need Microsoft Word for Windows and basic Windows file management skills to complete the Practice exercises that begin in Lesson 21 and to complete any document processing jobs.
- Have your textbook and *Word Manual* available and log in to GDP.
- You can complete the activities in the presentation or just read about them and try them on your own later.

**Note:** If you are already familiar with basic Word features, you may skip the Practice exercises in Lessons 21-24. However, if you are not familiar with basic file management practices in Windows, complete Lesson 21 and 22.

# GDP on a Mac

- GDP is entirely Web-based, and you can complete all skillbuilding using the GDP Web site, a high-speed Internet connection, and your textbook.
- To complete any document processing jobs in Lessons 21 to 120, consider using Boot Camp to create a Windows bootable partition on the Mac hard drive where the Windows version of Word could be installed. For details, visit <http://www.apple.com/support/bootcamp/>.
- Alternatively, if you have access to a PC with Word 2007 or 2010 installed, you could use a Mac to complete skillbuilding and a PC to complete document processing activities.

# Word Options

Before you begin, you must verify certain Word Options so that Word will behave as expected:

- To get to **Word Options** in Word 2007, click the **Microsoft Office** button, and click the **Word Options** button (in the lower right-hand corner).
- To get to **Options** in Word 2010, from the **File** tab, click **Options** at the bottom of the drop-down menu.

Now, verify or set these Word options:

On	Right-click Status bar; Customize Status Bar; click Vertical Page Position.
Off	Word Options, Proofing, AutoCorrect Options, AutoCorrect tab: <ul style="list-style-type: none"><li>• Check: <b>Show AutoCorrect Options buttons</b></li><li>• Uncheck: <b>Capitalize first letter of sentences</b></li></ul>
Off	Word Options, Advanced group. Under <b>Editing options</b> : Uncheck: <b>Use CTRL + Click to follow hyperlink</b>

**Note:** See "[Getting Ready for GDP11e in Internet Explorer](#)," "Set All Word Options for GDP," for details and a complete listing of all Word options to be verified.

# File Management

To simplify file management, create a GDPFILES directory on the Windows Desktop (or on your flash drive) to segregate all Word files associated with GDP.

- Press **WINDOWS + M** to show the **Desktop**.
- Right-click on an open space on the **Desktop**; click **New, Folder**.
- With **New Folder** still highlighted in the folder name box, type **GDPFILES**; press **ENTER**.
- Double-click the folder to open **Windows Explorer**; click inside the **Address** box to display and highlight the directory path.

**Note:** See "[Getting Ready for GDP11e in Internet Explorer](#)," "Create GDPFILES Directory," for details.

# *Microsoft Word Manual*

Review these Word features on pages 1-36 of the *Word Manual*.

- Word Manual Features
- GDP—Word Settings
- Appendixes A, B, and C
- GDP—Help
- GDP—Start Word
- Choose a Command
- File—Open
- GDP—Quit Word
- Navigate in a File
- File—Save/Close/New
- Switch Windows
- Select Text
- Bold
- Undo/Redo a Command
- Help
- Print Preview
- Spelling and Grammar Check
- Show/Hide Formatting
- Zoom
- Print

# Lesson 21E & File Management

You must download a Resource file before you start the Practice exercise for Lesson 21E. Hands-on practice in 21E will reinforce some basic Windows file management skills you will use throughout the course.

The screenshot displays a software interface with a table of contents on the left and a lesson preview on the right.

**Table of Contents (Left Panel):**

- Basic Business Documents**
- Part 1**
  - Unit 5**
    - Word Processing and E-Mail
  - Lesson 21**
    - Orientation to Word Processing—A
      - 21A: Warmup
      - 21B: MAP+: Alphabet
      - 21C: Progressive Practice: Alphabet
      - ✓ 21D: Commas and Sentences
      - ✓ 21E: Word Processing: Getting Started and Orientation to Word Processing—A

**Lesson 21E: Word Processing (Right Panel):**

Your Gregg College Keyboarding & Document Processing instructions on the features of Word to be learned in each lesson will complete in this software.

See Appendix A, GDP--Word Settings, in the Word Manual to get (or verified) when using Word with GDP.

In Lessons 21-24 of your Word Manual, you will complete on, unscored practice exercises.

Open your manual to Getting Started, and read the introductory Help; then open to Lesson 21, Orientation to Word Processing; see a boxed PRACTICE section, its time to complete a hands-on practice exercise.

In this lesson, Orientation to Word Processing-A, you will learn how to:



# Lesson 21E: Getting Started and Orientation to Word Processing—A

- From the GDP menu, click **21E**; read the introductory screen, and click **Download File**.
  - ✓ In **Internet Explorer**, click **Save**; browse to the **GDPFILES** directory, and click **Save**; when the download is complete, click **Close**.
  - ✓ In **Firefox**, click **Save File**, **OK**; right-click the file name in the **Downloads** list to see where it is saved—**remember this location** as you might need it later when browsing to open a file!
- You are now ready to start the Practice exercise.

## Download Resources to Use During Practice Exercise

On page 11 of your Word Manual, you are asked to open the file named *practice-21*. First, you must save the file to a location where you can open it later. To do this, click the **Download File** button. A dialog box will appear asking if you want to open or save the file, click the **Save** button. Navigate to the location where you want to save the file, and click the **Save** button.

**Download File**

# Lesson 21E (cont'd)

- Read the introductory paragraphs, and click **Start Work**.
  - ✓ In **Internet Explorer**, click **Save**; browse to the **GDPFILES** directory, and click **Save**; when the download is complete, click **Open**.
  - ✓ In **Firefox**, click **Save File, OK**; double-click the file name in the **Downloads** list to open it.
- You are now ready to follow the steps in the Practice exercise, page 4; for now, just review the basic parts of the Word window.

## Start the Practice Exercise

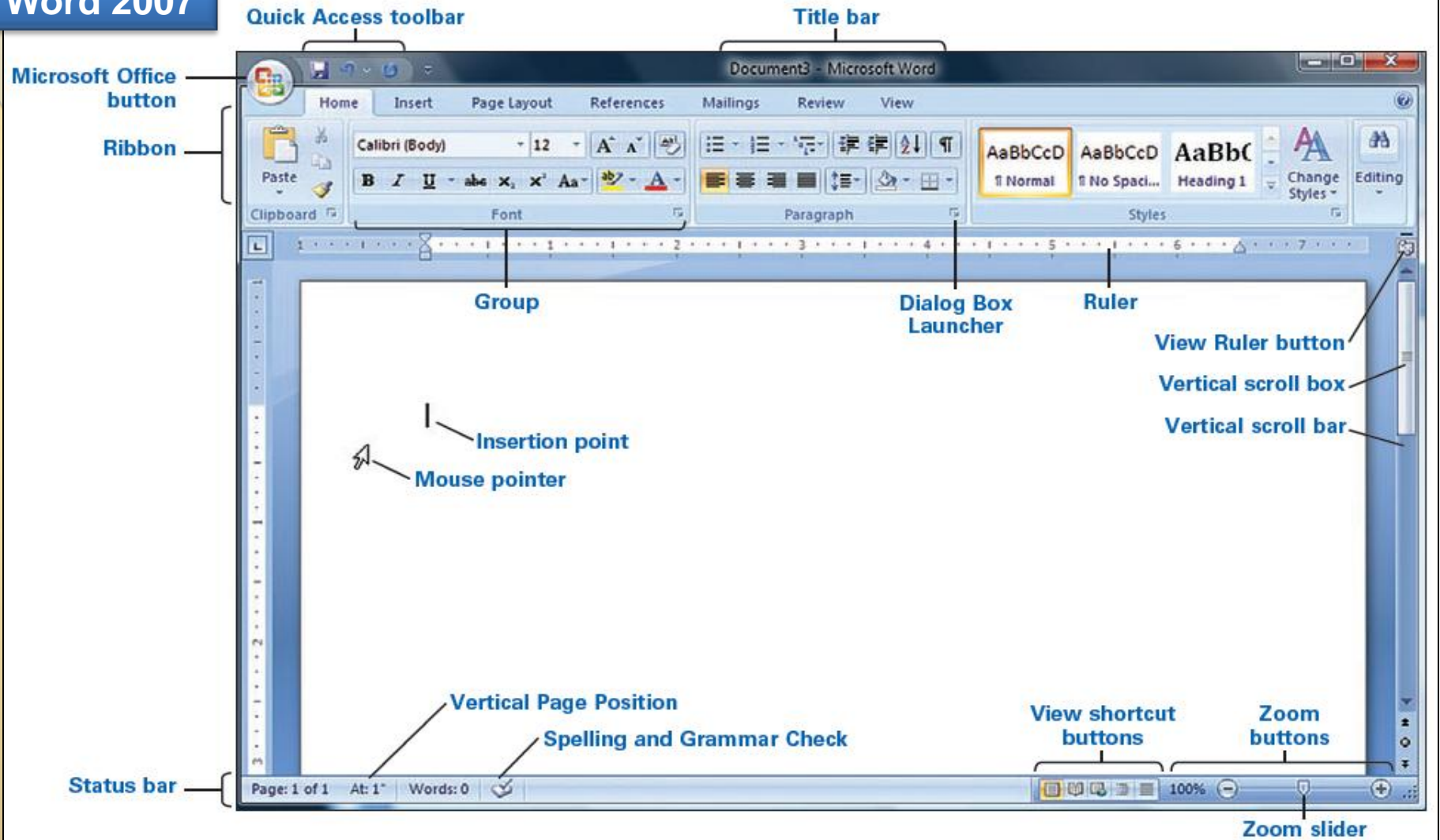
Study Getting Started and Lesson 21 in your Word Manual, then complete this Practice exercise as directed in the Word Manual.

Click the **Start Work** button and then click the **Open** button in the dialog box to open a blank unnamed file in Word. Follow the steps to complete the Practice exercise.

**Start Work**

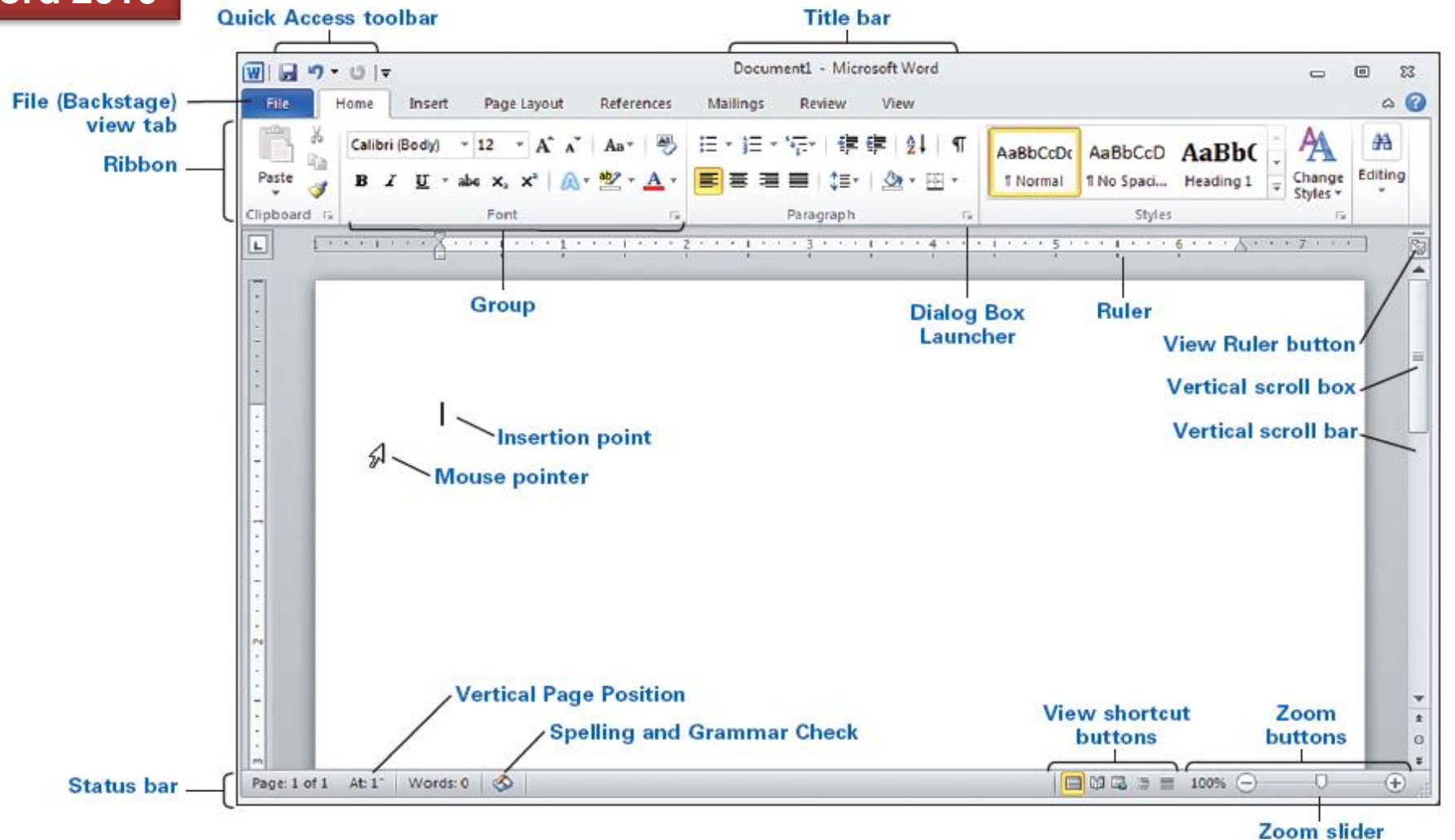
# Lesson 21E (cont'd)

## Word 2007



# Lesson 21E (cont'd)

## Word 2010



# Lesson 21E (cont'd)

Move to page 10, read the “File—Open” section; then move to the Practice exercise, step 1, page 11, to practice manually opening *practice-21*, the resource file you downloaded earlier.

- In Word, press **CTRL + O**.
- From the **Open** dialog box, browse to the file.
  - ✓ In **Internet Explorer**, browse to the **GDPFILES** directory, and double-click *practice-21*.
  - ✓ In **Firefox**, double-click *practice-21* in the **Downloads** list to open it. If you closed that list, browse to the **Downloads** folder on your computer (or wherever Firefox saved it).

# Return to GDP

**Best Practice:** When you save a file before closing it, always use **Save As (F12)** rather than **Save** to verify or change the save location so that you can later find and upload this previously saved file using **Browse** in GDP.

- Click the **Close** button (**X**) to close both Word files without saving any changes.
- Resume GDP activities; the **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** browser window should be the active window at this point. (“Return to GDP” simply means to close Word and return to the GDP browser window.)

*Or:*

- If the GDP browser window is not the active window, from the **Windows Taskbar**, click the task button named **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** to resume GDP activities.



# Lesson 67J

- Lesson 67 is presented next because it includes a typical Practice exercise. You will not complete Lesson 67 until later in the semester.
- Click **Start Work**, and follow the same steps to download the start file as you did in Lesson 21E; then follow the steps in the Practice exercise, page 109.
- In step 3, page 110, save *practice-67* to the **GDPFILES** directory.

## Lesson 67J: Word Processing

### Sort

Study Lesson 67, *Special Correspondence Features*, in your Word Manual, then complete this Practice exercise as directed in the Word Manual.

Click the **Start Work** button to open the practice file automatically in Word. Follow the steps to complete the Practice exercise. When you are finished, save the file as directed by your instructor. Practice exercise files are not stored in the GDP software. Each time you click the Start Work button, you will open a fresh copy of the file.

**Start Work**

**Note:** None of the Practice exercises are ever permanently saved in GDP.

# Document Processing Jobs

Correspondence 65-63 is a typical document processing job and is also designated as a Proofreading Check in your textbook.

## Correspondence 65-63: Follow-Up Letter in Block Style

1

Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

Start Work

Opens the starting file for this document.

OR

Edit Work

Opens the last file you have uploaded to GDP for this job, so that you may edit it.

When you are finished working on the document, save it to the location on your computer as directed by your instructor. You will need to remember this location in order to find the file to upload to GDP in the next step (Step 2).

2

Upload/Save File to GDP

To upload a copy of your in-progress or completed work to GDP, click the **Browse** button and find the saved file on your computer. Clicking the **Browse** button and selecting your work will replace any existing file that has been previously uploaded for this project attempt.

Browse for file

Browse

3

Score Your Work

Submit Work



# Use the Reference Manual

- Review any formatting information or steps in the textbook before beginning any document processing job. Formatting must be correct.
- Review the corresponding section in the electronic Reference Manual in GDP or the printed one in the front of the textbooks as needed.

The screenshot displays the 'Reference Manual' interface. The top navigation bar includes 'Lessons', 'Skillbuilding', 'MAP+', 'Timed Writings', 'Language Arts', and 'Reference Manual' (highlighted with a red border). The left sidebar lists various document types, with 'Business Letter in Block Style' selected. The main content area, titled 'Reference Manual', shows the section 'A. Business Letter in Block Style (with standard punctuation and in display)'. It provides a visual example of a business letter with annotations for formatting:

- Date line:** September 5, 20-- (Annotations: ↓5X, ↓4X)
- Inside address:** Ms. Joan R. Hunter, Bolwater Associates, One Parklands Drive, Darien, CT 06820 (Annotation: ↓2X)
- Salutation:** Dear Ms. Hunter: (Annotations: ↓2X, Standard punctuation)
- Body:** You will soon receive the signed contract to have your organization conduct a one-day workshop for our employees on eliminating repetitive-motion injuries in the workplace. As we agreed, this workshop will apply to both our office and factory workers and you will conduct separate sessions for each group. (Annotation: ↓2X)
- Text:** We revised Paragraph 4-b shown below to require the instructor of this workshop to be a full-time employee of Bolwater Associates: (Annotation: ↓2X)

# GDP—Start Work

Click **Start Work**, to download the starting file. When you click **Start Work**, several things happen:

- Any previous attempts at this job are not reopened; instead, GDP downloads the starting file for this document (typically, a blank screen with an assigned file name).
- A time stamp is added (any **Start Work** attempt is considered a new attempt by GDP), and time restarts from zero—**Time Spent**, which will be recorded later in the **Portfolio**, begins to accumulate now.

**Note:** **Time Spent** is recorded in your **Portfolio** based on the time elapsed between **Start Work** and **Browse** actions. If you move away from this screen and return later to use **Browse** and **Submit Work**, GDP continues to add minutes to **Time Spent**. Therefore, if elapsed time is a factor in grading, use **Submit Work** immediately after browsing, and work quickly to complete any file management activities.

Correspondence 65-63: Follow-Up Letter in Block Style

**1** Download File to Begin Work

Click the appropriate button to work on your document in Microsoft Word

**Start Work** **OR** **Edit Work**

Opens the starting file for this document. Opens the last file you have uploaded to GDP

# Correspondence 65-63

- Open the starting file, type the job, and proofread carefully for keystroking and formatting errors correcting copy as you go.
- Can you identify the errors below? Typically, we miss about 1/3 of all proofreading errors.

¶  
¶  
¶  
¶  
¶  
March 19, 20--¶ 1  
¶  
¶  
Mrs. Denise A. Klenzman¶ 2  
Director Human Resources¶ 3  
Cole Enterprises¶  
3714 Crestmont Avenue¶  
Minneapolis, MN MN 55405¶  
¶ 4  
Dear Mrs. Klenzman:¶  
¶  
5 nk you for the opportunity to meet with you.¶ 6  
yesterday and to learn of the exciting career opportunities.

¶  
Stephen K. Hamilton¶  
6183 Nicollet Avenue South¶  
Minneapolis, MN 55404¶

¶ 7

# Save and Return to GDP

- Press **F12** to save the Word file. Browse to the **GDPFILES** directory, save the file there, and note the file name.

**Note:** You may change the file name if desired. Also note that your browser might add a number after the file name to help you identify the file version.

- Click the **Close** button (**X**) to close both Word files without saving any changes.
- Resume GDP activities from the **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox** browser window, which should now be active. Or if the GDP window is not active, from the **Windows Taskbar**, click the task button named **GDP11e – Internet Explorer** or **GDP11e – Mozilla Firefox**.

# GDP—Browse

- Click **Browse**; browse to the **GDPFILES** directory.
- Double-click the file to be uploaded and saved to GDP; when the browse action is complete, the file name appears in the **Browse** box.



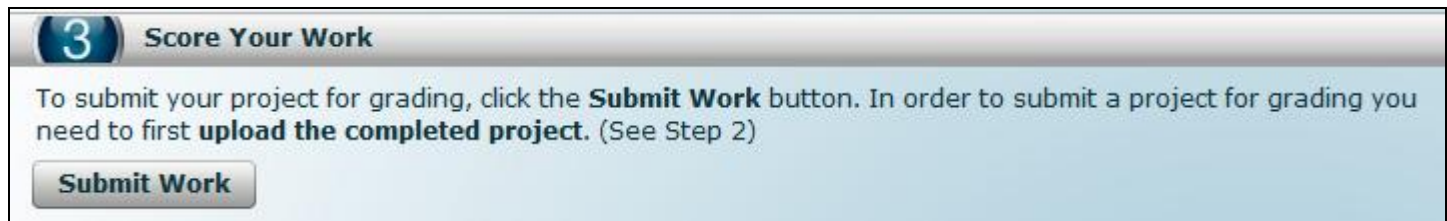
At this point, several things happen:

- The uploaded file is now saved to the GDP Web site but will not yet appear under **My GDP, Portfolio**. If desired, you can **move to a second location** and use **Edit Work** to download the browsed file and resume work at that location (perhaps at home or at work).
- A time stamp has been added for the document. **Time Spent** begins when you click **Start Work** and ends when the file name appears in the **Browse** box.
- When you click **Submit Work** to score work and send it to the **Portfolio**, **Time Spent** is recorded in the **Portfolio**.

# GDP—Submit Work

When you click **Submit Work**, several things happen:

- The job is scored and sent to your instructor.
- When your instructor logs in to GDP, a special icon will appear next to your name to alert the instructor to new work.



- The **Time Spent** recorded in your **Portfolio** is based on the time elapsed between **Start Work** and **Browse** actions.

Date	Lesson	Title			Total Time
▼ 12/02/2010 9:52 AM	30	Correspondence 30-19: Business Letter in Block Style			31:52
Attempt	Keystroking Er	Attempt Origin	Time Spent	Last Modified	
Attempt #1	9	Started	03:42	12/02/2010 9:24 AM	<a href="#">Details</a>
Attempt #2	9	Edited attempt	31:52	12/02/2010 9:52 AM	<a href="#">Details</a>

(This example is from Keyboarding 1 course.)

**Note:** If **Time Spent** is a factor in grading, work quickly to start, complete, and save your job; use **Browse** to upload it; click **Submit Work** immediately after browsing.

# Check Annotations

Your instructor will assess your work and add annotations, which you can view in your **Portfolio**.

- Note that a red “**A**” flags all items with annotations—always click **Show All** to be sure that all work is displayed.
- Click **Advanced Filter Off**; in the **Filter Student Portfolio** dialog box, click **Annotated only** to view only annotated work. (Click **Advanced Filter On** and uncheck it to reverse the filter.)

Filter: <input type="text" value="Lesson"/> <input type="text" value="Title"/>			<input type="button" value="Advanced Filter On"/>	<input type="button" value="Show All"/>
Date	Lesson	Title		
▶ 12/03/2010 10:25 AM <b>A</b>	30	Correspondence 30-19: Business Letter in Block Style		
▶ 11/18/2010 12:21 PM <b>A</b>	28	Correspondence 28-11: Mailing Labels		
▶ 11/18/2010 11:21 AM <b>A</b>	27	Correspondence 27-6: Business Letter in Block Style		
▶ 11/16/2010 7:40 PM <b>A</b>	26	Correspondence 26-5: Business Letter in Block Style		
▶ 11/16/2010 7:31 PM <b>A</b>	26	Correspondence 26-4: Business Letter in Block Style		
▶ 11/16/2010 7:16 PM <b>A</b>	26	Correspondence 26-3: Business Letter in Block Style		

(This document example is from Keyboarding 1 course.)



# Check Annotations (cont'd)

- Click the desired item in the Portfolio to expand it; then click **Details** to view all **General Comments** and **Annotations**.

Student: Arlene Yahoo				Date: 12/03/2010	
Filter:		Lesson	Title	Advanced Filter On	Show All
Date	Lesson	Title			Total Time
▼ 12/03/2010 10:25 AM A	30	Correspondence 30-19: Business Letter in Block Style			16:47
Attempt	Keystroking Er	Attempt Origin	Time Spent	Last Modified	
Attempt #1	2	Started	05:07	11/19/2010 12:23 PM A	Details
Attempt #2	0	Edited attempt	05:59	11/19/2010 12:23 PM A	Details
Attempt #3	9	Started	10:48	12/03/2010 10:25 AM A	Details
Average	4				
▶ 11/18/2010 12:21 PM A	28	Correspondence 28-11: Mailing Labels			00:00
▶ 11/18/2010 11:21 AM A	27	Correspondence 27-6: Business Letter in Block Style			27:54
▶ 11/16/2010 7:40 PM A	26	Correspondence 26-5: Business Letter in Block Style			10:31
▶ 11/16/2010 7:31 PM A	26	Correspondence 26-4: Business Letter in Block Style			03:11
▶ 11/16/2010 7:16 PM A	26	Correspondence 26-3: Business Letter in Block Style			17:58

(This document example is from Keyboarding 1 course.)




# Check Annotations (cont'd)

- Read the **General Comment**; mouse over it to display a long comment.
- Always scroll down to view any annotated items that might be hidden.

**Lesson 65: Correspondence 65-63: Follow-Up Letter in Block Style**

**Attempt #1**


<b>Last Modified</b>	02/05/2011 3:15 PM
<b>Time Spent</b>	08:30
<b>Keystroking Errors</b>	7
<b>Formatting Errors</b>	0

**General Comment** 

Click Start Work to recreate this Proofreading Check document from a blank screen; then Browse and ...

**Keystroking Errors**

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

March 19, 20--  Type the current year when you see 20--.

[Previous](#) [Print](#) [View in Word](#) [Next](#)

At the bottom of the screen:

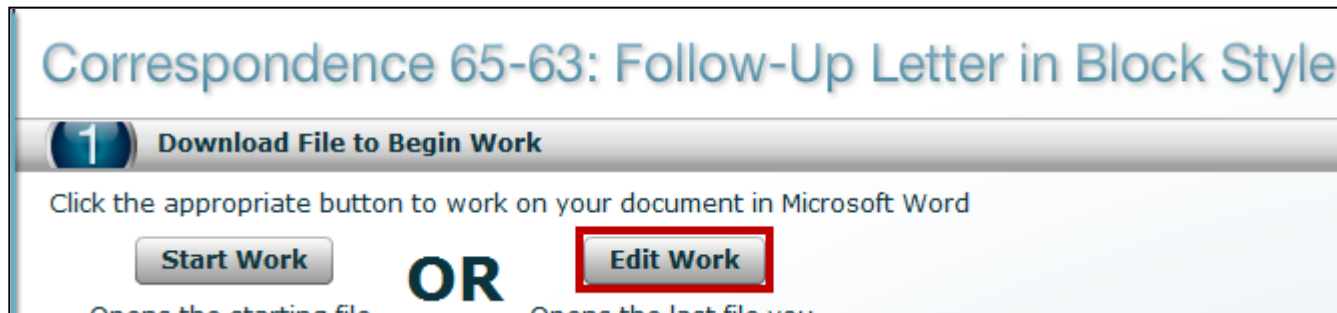
- Click **Print** to print the document, including annotations.
- Click **View in Word** to download the document and open it in Word.
- Click **Next** to move to the next screen.



Use any printouts that include comments as a handy study guide.

# GDP—Edit Work

When you click **Edit Work**, several things happen:



- GDP downloads the most recently uploaded version of the job and opens the **Scoring Results** window behind the Word window.
- The **Time Spent** recorded in the **Portfolio** for that attempt begins and is added to the Time Spent on previous attempts. In the example below, the **Total Time** spent on **Attempt 1** is **8:30** (8 minutes, 30 seconds).
- The **Total Time** for both **Attempt 1** and **Attempt 2** is **9:41**.

Date	Lesson	Title			Total Time	Score	Grade
▼ 02/05/2011 3:56 PM AR?	65	Correspondence 65-63: Follow-Up Letter in Block Styl Grading Category: Proofreading Checks (Manual/5 )			9:41		?
Attempt	Keystroking E	(Beta) Forma	Attempt Origin	Time Spent	Last Modified		
Attempt #1	7	0	Started	08:30	02/05/2011 3:15 PM A	Details	
Attempt #2	0	0	Edited	09:41	02/05/2011 3:46 PM	Details	

# Edit Correspondence 65-63

- When Word opens, edit the job: Press **ALT + TAB** or use the **Windows Taskbar** and alternately click the buttons for **GDP11e** and the Word file as you edit to move back and forth from the **Scoring Results** window to the Word document.

**Note:** If this job is designated as a Proofreading Check, you must use **Start Work** (*not* **Edit Work**) on any subsequent attempts.

- Proofread carefully for keystroking and formatting errors, press **F12**, save the file to the **GDPFILES** directory, close Word, return to GDP, and close the **Scoring Results** window.
- Use **Browse** and **Submit** to upload, score, and submit this edited attempt again.
- Repeat this process on any document processing job until the job is mailable—no keystroking or formatting errors whatsoever. Because this job is a Proofreading Check, you would *not* get credit for an Edited attempt with 0 keystroking errors.

Attempt	Keystroking E	(Beta) Forma	Attempt Orig
Attempt #1	7	0	Started
Attempt #2	0	0	Edited

# Scoring Results

1. To correct the **misstroke**, type the current year whenever you see --.
2. Press ENTER to insert the **omitted** hard return.
3. Delete the trailing space after “Klenzman,” which is charged as a **misstroke**. Such “non-printing” errors would not lower your grade.
4. Type the **omitted** word “of.”

**Scoring Results**

Error Key

{insertion}	<omission>	correct	<b>misstroke</b>
-------------	------------	---------	------------------

KEYSTROKING ERRORS: 7

```
March 19, 20--  
<¶>  
Mrs. Denise A. Klenzman.  
Director <of.>Human Resources  
Cole Enterprises
```

1 2 3 4

**Note:** Errors displayed in the **Scoring Results** window in red are **misstrokes** (keystroking errors) of some type. Errors displayed in green are **omission** errors. Type the omitted word to correct this type of error.

# Scoring Results (cont'd)

5. Delete “MN,” which was **inserted** twice.
6. Delete the hard return **inserted** by mistake. Press ENTER only between paragraphs. The paragraph line endings will typically not match those in the book.

**Scoring Results**

Error Key

{insertion}	<omission>	correct	<u>misstroke</u>
-------------	------------	---------	------------------

KEYSTROKING ERRORS: 7

3714 Crestmont Avenue¶  
Minneapolis, MN {MN•}55405¶  
¶  
Dear Mrs. Klenzman:¶  
¶  
Thank you for the opportunity to meet with you {¶} 6  
yesterday and to learn of the exciting career opportunities

**Note:** Errors displayed in the **Scoring Results** window in blue are **insertion** errors. Delete the characters shown in blue to correct **insertion** errors.

# Scoring Results (cont'd)

7. Delete the trailing hard return **inserted** by mistake at the end of the document. This “non-printing” error would not affect your grade on this job.

```
Sincerely yours,¶  
¶  
¶  
¶  
Stephen K. Hamilton¶  
6183 Nicollet Avenue South¶  
Minneapolis, MN 55404{¶} 7
```

**Note:** The results displayed in the **Scoring Results** window may be revisited in the **Portfolio**: click the desired job to expand it, click the desired attempt to expand it, and click **Details**. The **Scoring Results** window will also reappear for the most recently uploaded attempt when you click **Edit Work**.

# Developing Proofreading Skills

Developing proofreading skills is a four-step process:

- 1. Recognition:** Study the Scoring Results to learn to recognize keystroking errors you might otherwise miss.
- 2. Practice:** Use the Edit feature to practice correcting errors until a document is mailable.
- 3. Reinforcement:** Use Proofreading Checks to demonstrate that you have developed the skills necessary to find and correct all keystroking errors without assistance.
- 4. Assessment:** Demonstrate that you can consistently submit Proofreading Check documents with zero errors on the first Started attempt.

**Note:** See “[Developing Proofreading Skills](#)” for tips on proofreading Language Arts exercises and document processing jobs.

# Proofreading Checks

- Five documents have been designated as Proofreading Checks for this course. Check the [course Web site](#), [Proofreading Checks](#) page, for details.

★ Week 4, [Correspondence 65-63](#), letter  
★ Week 7, [Report 75-55](#), minutes  
★ Week 7, [Table 79-35](#), boxed, multipage  
★ Week 9, [Report 84-59](#), business report, multipage, two tables  
★ Week 11, [Report 90-66](#), bibliography

- The goal in any document processing job is to submit it as a mailable job, free of any keystroking or formatting errors.
- A Proofreading Check job must be submitted with zero keystroking errors on the first **Start Work** attempt.
- You may repeat any Proofreading Check job using **Start Work** as many times as needed to complete it successfully.



# Proofreading Checks & Start Work

- If a job is designated as a Proofreading Check, you must use **Start Work** (*not* **Edit Work**), retype the job from a blank screen, and **Browse** and **Submit Work** again.
- Proofread carefully for keystroking and formatting errors, press **F12**, save the file to the **GDPFILES** directory, close Word, return to GDP, and close the **Scoring Results** window.
- Use **Browse** and **Submit** to upload, score, and submit this edited attempt again.
- Repeat this **Start Work** process until the job is scored with zero **Keystroking Errors**. **Attempt #3** qualifies as a successful Proofreading Check—**Keystroking Errors** are “0” and the **Attempt Origin** is **Started** (cannot be **Edited**).

<input type="checkbox"/>	Date	Lesson	Title	Total Time	Score	Grade
<input checked="" type="checkbox"/>	▼ 02/05/2011 3:56 PM ARM	65	Correspondence 65-63: Grading Category: Proof	19:37		A+
Attempt	Keystroking Errors	(Beta)	Attempt Origin	Time Spent	Last Modified	
Attempt #1	7	0	Started	08:30	02/05/2011 3:15 PM A	<a href="#">Details</a>
Attempt #2	0	0	Edited	09:41	02/05/2011 3:46 PM A	<a href="#">Details</a>
Attempt #3	0	0	Started	09:56	02/05/2011 3:56 PM A	<a href="#">Details</a>

# Extra Credit for Proofreading

- If you use **Start Work** (*not* **Edit Work**) on any document processing job that is *not* designated as a Proofreading Check and submit it with zero **Keystroking Errors**, you will earn extra credit points.
- Your course grade average will be raised by 1 percentage point up to a total of 10% for each qualifying job; for example, if your course grade is 79% and you submit one job that qualifies for extra credit due to perfect proofreading, your course grade will be raised from 79% to 80%.
- These extra credit points are very valuable and can raise your course grade average significantly.

# Document Assessment

- All document jobs must be **maillable** (free of formatting or “visible” keystroking errors) to earn an A.
- A document assigned a D or F may be edited and resubmitted once (unless it is a Proofreading Check). The lower grade will be dropped.
- If a document processing job includes keystroking or formatting errors, the severity of the error is considered when assigning a grade.

50% 5-Minute Timed Writing, 5-Error Limit (by touch)  
A = 45+ wpm; B = 41-44; C = 37-40; D = 33-36; F = 32 or below

20% [Document Processing Tests](#)

5% [Practice Document Processing Tests](#)

10% Document Processing Jobs

5% [Proofreading Checks](#)

10% Skillbuilding

Up to +10% Extra Credit: extra Proofreading Checks, documents, and skillbuilding

Up to -10% Attendance Deductions

# Assigning Grades

- This document processing job (Correspondence 30-19) would be assigned a “B-” due to two formatting errors even though GDP reports zero keystroking errors. The second error is more serious than the first in terms of mailability.
- Non-printing errors such as trailing spaces at the end of paragraphs and extra hard returns at the end of a document are not charged as errors for assessment purposes.

Dear Ms. Holt:

I understand the fabulous new selecting some re Incorporated in Philadelphia. I know you researched the needs of your and those needs in your choice. I certainly appreciate your effort.

This word should be underlined.

Several of us at Health Care Incorporated here in Los Angeles would be very interested in seeing the printers demonstrated as we are planning a major printer upgrade with training to follow as well. Would it be possible to schedule a demonstration soon? We are particularly interested in learning about any enced your printer choice.

These words should be italicized.

I have enclosed an article on laser Office Technology. Please let me know your reaction to the article. If I can help you in any way to arrange the demonstration, I would be more than happy to do so.

Sincerely,

(This document example is from Keyboarding 1 course.)

# Gradebook Features

If your instructor is using GDP's Gradebook feature, your Portfolio will include some additional information—under each document title, a Grading Category name is listed; under the date, special abbreviations are included; under the Grade column, grades are posted.

(This example is from a Portfolio in a Keyboarding 1 course.)

Student: Arlene Gradebook			Course Grade: N/A		Date: 02/02/2011
Filter: <input type="text" value="Lesson"/> <input type="text" value="Title"/>		Advanced Filter Off		Show All	
Date	Lesson	Title	Total Time	Score	Grade
▶ 01/26/2011 1:13 PM R	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5)	06:04		F
▶ 01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	06:47		A+
▶ 01/26/2011 1:04 PM R	28	Correspondence 28-9: Envelope Grading Category: Proofreading Checks (Manual/5)	04:02		F
▶ 01/18/2011 5:56 PM RC	59A	Warmup Grading Category: Skillbuilding (Completion/10)	00:47		A
▶ 01/18/2011 5:55 PM RC	58A	Warmup Grading Category: Skillbuilding (Completion/10)	00:43		A
▶ 01/15/2011 10:22 AM R	60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+
▶ 01/12/2011 12:57 PM AR	58C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		C-
▶ 01/11/2011 4:11 PM R	27	Correspondence 27-8: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:58		A+
▶ 01/11/2011 4:10 PM R	27	Correspondence 27-6: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:43		A+
▶ 01/11/2011 4:07 PM R	26	Correspondence 26-3: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	00:40		F
▶ 01/11/2011 4:04 PM R	25	Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	00:33		C
▶ 01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A
▶ 01/11/2011 4:00 PM R		Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A

A Annotation   R Required   ? Grade Pending   C Completion Graded  
 Overridden/Locked Grade   Used in Grading

Export   Print

# Grading Category

- Grading Category names correspond to each grading category in the course outline.
- Being aware of a Grading Category and its grading weight helps you understand where best to concentrate your efforts. In this example, the student should focus on raising the D grade for the Timed Writing category, which is weighted at 50% of the final grade.

Date	Lesson	Title	Total Time	Score	Grade
01/26/2011 3:50 PM R	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	10:00		D
01/11/2011 4:00 PM R		Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A
01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A
01/26/2011 10:08 PM R	26	Correspondence 26-5: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	01:27		C
01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)			
01/27/2011 10:29 AM ARC	61B	MAP+: Alphabet Grading Category: Skillbuilding (Completion/10)			

50% 5-Minute Timed Writing, 5-Error Limit

- A = 45+ wpm
- B = 41-44
- C = 37-40
- D = 33-36
- F = 32 or below

20% Document Processing Tests

5% Practice Document Processing Tests

10% Document Processing Jobs

5% Proofreading Checks

10% Skillbuilding

(This example is from a Portfolio in a Keyboarding 1 course.)



# Abbreviations

- Under the Date column, an **R** means that item is required.
- Under the Date column, a **C** means that item has been designated as an exercise or job that is graded based upon whether or not it was completed—a completed item is assigned an A unless a late penalty has been enforced if it was submitted late.

(This example is from a Portfolio in a Keyboarding 1 course.)

Student: Arlene Gradebook Course Grade: N/A Date: 02/02/2011

Filter: Lesson Title Advanced Filter Off Show All



Date	Lesson	Title	Total Time	Score	Grade
▶ 01/26/2011 1:13 PM R	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5)	06:04		F
▶ 01/26/2011 1:05 PM R	27	Correspondence 27-7: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	06:47		A+
▶ 01/26/2011 1:04 PM R	28	Correspondence 28-9: Envelope Grading Category: Proofreading Checks (Manual/5)	04:02		F
▶ 01/18/2011 5:56 PM RC	59A	Warmup Grading Category: Skillbuilding (Completion/10)	00:47		A
▶ 01/18/2011 5:55 PM RC	58A	Warmup Grading Category: Skillbuilding (Completion/10)	00:43		A
▶ 01/15/2011 10:22 AM R	60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+
▶ 01/12/2011 12:57 PM AR	58C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		C-
▶ 01/11/2011 4:11 PM R	27	Correspondence 27-8: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:58		A+
▶ 01/11/2011 4:10 PM R	27	Correspondence 27-6: Business Letter in Block Style Grading Category: Proofreading Checks (Manual/5)	00:43		A+
▶ 01/11/2011 4:07 PM R	26	Correspondence 26-3: Business Letter in Block Style Grading Category: DP Jobs (Manual/10)	00:40		F
▶ 01/11/2011 4:04 PM R	25	Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	00:33		C
▶ 01/11/2011 4:03 PM R	25	Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (Manual/5)	04:20		A
▶ 01/11/2011 4:00 PM R		Report Test 2-12: Academic Report Grading Category: DP Tests (Manual/20)	01:06		A


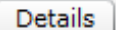
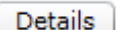

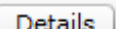
A Annotation R Required ? Grade Pending C Completion Graded  
 Overridden/Locked Grade Used in Grading

Export Print


# Icons

 Annotation	 Required	 Grade Pending	 Completion Graded
 Overridden/Locked Grade	 Used in Grading		

- When students use the Expand arrow to see a complete listing of multiple attempts for any item, under the Attempt column, a  designates the “Used in Grading” best attempt for grading purposes.
- A lock icon to the right of the grade means that subsequent submissions or attempts will not be considered for grading purposes.
- A  question mark in the Grade column means that a grade is pending for that item.

Date	Lesson	Title	Total Time	Score	Grade
▼ 01/15/2011 10:22 AM R	60D	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)	15:00		A+ 
	<b>Attempt</b>	<b>WPM</b>	<b>Errors</b>	<b>Time Spent</b>	<b>Last Modified</b>
	Attempt #1	41	18	05:00	01/11/2011 3:49 PM 
	Attempt #2	41	0	05:00	01/11/2011 3:55 PM 
	 Attempt #3	45	0	05:00	01/15/2011 10:22 AM 

Lock icon  
(This example is from a Portfolio in a Keyboarding 1 course.)

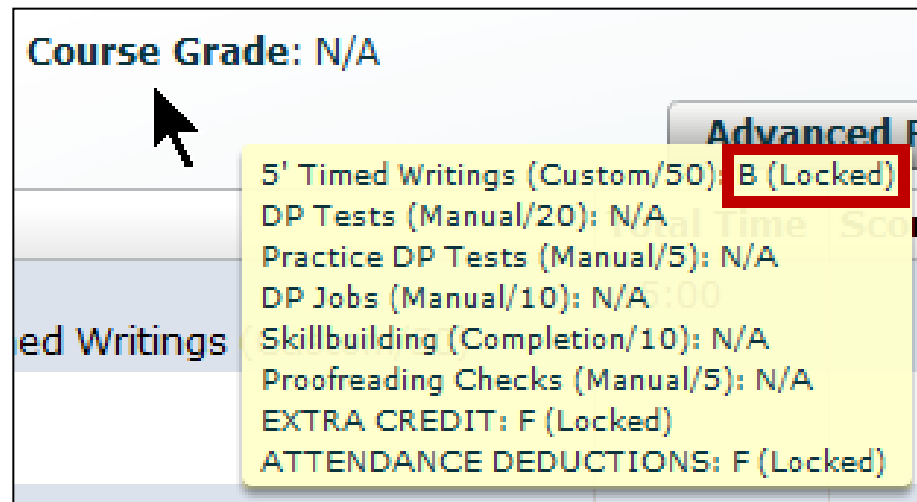
Date	Lesson	Title	Total Time	Score	Grade
► 02/02/2011 2:38 PM R?	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5 )	02:38		



# Course Grade

- If you point to the Course Grade, you can see all the Grading Categories and the final Category Grade on any categories that have been locked down by your instructor, such as 5' Timed Writings in this example.
- When the final Course Grade has been locked down, you will be able to see it as well.

(This example is from a Portfolio in a Keyboarding 1 course.)



# Advanced Portfolio Filters

- You can use these Advanced Filters to filter for required exercises, locked exercises, exercises pending a manual grade, and exercises with completion grading.

**Filter Student Portfolio**

**Exercise Category**

- ☒ Document Processing
- ☒ Language Arts
- ☒ MAP+
- ☒ Skillbuilding
- ☒ Timed Writing

**Exercise Type**

- ☒ 12-Second Speed Sprints
- ☒ Alpha/Number/Symbol Practice
- ☒ Composing
- ☒ Correspondence
- ☒ Form
- ☒ Formatting Instructions
- ☒ Language Arts Rules

Specify a comma-separated list of ranges, like this: 1-10, 15-20, 30-32

**Lesson Range**  **Test Range**

**Start Date**

☐ Annotated only

**Include...**

- ☐ all exercises
- ☐ required exercises
- ☐ locked exercises
- ☐ exercises pending manual grade
- ☐ exercises with completion grading

# Feedback?



If you have any questions regarding word processing or GDP, please send an e-mail:

[arlene\\_zimmerly@hotmail.com](mailto:arlene_zimmerly@hotmail.com)



## Happy word processing!

**Note:** This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.