

LABORATORY MATERIALS 2

Fourth Edition

CENTURY 21[®]

KEYBOARDING, FORMATTING, AND DOCUMENT PROCESSING

Crawford • Erickson • Beaumont • Robinson • Ownby

CYCLE 2 (Lessons 76–150)

Technique Check Sheet
Keyboarding Skill Growth Charts
Lesson Completion Record
Keyboarding Technique Drills
Keyboarding Timed Writings
Report/Letter Placement Guides
Language Skills Activities
Formatting Enrichment Problems
Self-Check Questions
Progress Checkups
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Laboratory Materials 2 Century 21 Keyboarding Formatting And Document Processing

Thomas Griffiths



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Century 21 Keyboarding, Formatting, and Document Processing Amanda Robinson, Hoggatt, Shank, 1991 The Balance Sheet, 1986 *Century 21 Keyboarding, Formatting, and Document Processing, Crawford* ... Jack P. Hoggatt, 1987

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Resources in Education, 1993 *National Library of Medicine Programs and Services* National Library of Medicine (U.S.), National Library of Medicine (U.S.), 1999 **SKILLFUL MINDS CBSE AI, Coding, Robotics Class 3 Computer**

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algorithmic thinking programming basics and hands on coding using PictoBlox 4 Introduction to MS Word Familiarise with the MS Word 2016 interface font manipulation and essential document management techniques 5 Introduction to MS Excel Understand the basics of MS Excel 2016 including cell management and auto drag features 6 Sketch with PictoBlox Dive into digital sketching using PictoBlox Pen Extension and create basic shapes and patterns 7 Fun with Robotics Explore the functionalities and applications of the Quarky Robot in the modern technological landscape 8 Game Development Understand the fundamentals of game development using PictoBlox and the role of variables in games 9 Learn About AI Grasp the basics of Artificial Intelligence and its applications and delve into face detection techniques 10 Capstone Project Apply the accumulated skills in a comprehensive project showcasing proficiency in computer science coding AI and robotics

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