Orientation to Microcomputer Keyboarding

Week
Two

Day
Two

Major Content

Keyboarding (Software keyboard tutorial)

Objectives

Present typing program.
Provide an opportunity for practice.

Materials

None

Lecture:

1. Discuss the importance of keyboarding. Stress that regardless of their current ability level, everyone can improve.
2. Describe the procedures for using the keyboard tutorial.

Class Activity

1. With students using computers, guide them through the Menu System of this keyboarding program.
2. Students begin keyboarding.

Outcome

Students will become familiar with the typing program. They will be able to boot this program and work with it independently.

Lab Assignment

Work on the typing program for a total of 3 hours during open lab this week and next week.
Orientation to Microcomputer Keyboarding

Week
  Two
Day
  Three

Major Content
  Study Skills

Objectives
  A guest speaker will discuss strategies for being a successful student.

Materials
  Handout: (Provided by the guest speaker)

Lecture
  Request a guest speaker who will present strategies for becoming a successful student; perhaps a successful student, faculty member or individual from the community.

Outcome
  Students will become familiar with different strategies to improve study habits and note taking.

Instructional Unit Outcome
  Students will have the initial experience of working on computers. They will have an understanding of the computer keyboard and its similarities and differences from the typewriter. They will have a working knowledge of a keyboarding program. Further, they will have learned practical strategies for success as students, as well as specific note taking methods to be used in this and other courses.
Introduction to Word Processing and Cursor Movement

Week
Three

Day
One

Major Content

*MindReader* - Cursor movement.

Objectives

Describe word processing in general.
Describe and demonstrate *MindReader*'s main features.
Describe and demonstrate cursor movement in *Mindreader*.

Materials

Handout: Cursor Movement

Lecture

1. Define and describe word processing.
2. Cite examples of several word processing programs.
3. Describe *MindReader*. Focus on its special features and why it is well-suited to the High Tech program:
   a. Keystroke-saving capability
   b. The thirty commands visible on the screen at all times.
4. Stress three different rows of commands: Top, Middle and Bottom.
5. Introduce the concept of the cursor and cursor movement.
6. Introduce the cursor, cursor keypad and Ctrl key.
7. Distinguish between the space bar/Right Arrow key, and the backspace/Left Arrow key.

Class Activity

1. With students using computers, navigate through the Menu System to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document and bring up the document entitled "WHEELS.DOC" from Drive C.
3. Students will practice moving the cursor through the document:
   a. Space bar, Right Arrow key, Ctrl & Right Arrow key
   b. Backspace, Left Arrow key, Ctrl & Left Arrow key
   c. Up and Down Arrow keys
   d. Home and Ctrl Home
   e. End and Ctrl End.
Outcome

Students will understand the purpose of word processing programs and will have a basic understanding of the special features of *MindReader* which make it suitable to the High Tech program. The students will understand the function of the cursor and will be able to move the cursor through the text.

Notes
Top Row Commands:
Suffix (F1), Plural (F2), -Ing (F3) and Past (F4)

Week
Three

Day
Two

Major Content

*MindReader* - Top Row of Commands: Suffix (F1), Plural (F2), -Ing (F3) and Past (F4)

Objectives

Familiarize students with keystroke-saving options to add a suffix, create a plural, present participle/gerund, or past tense.

Materials

Handouts:
Top Row Commands: Suffix (F1), Plural (F2), -Ing (F3) and Past (F4);
In-Class Activity: F1, F2, F3 & F4

Lecture

1. **Describe and demonstrate on the board**, how to add a suffix to a word.
2. Use class-generated examples to demonstrate the capabilities/limitations of this command.
3. Describe and demonstrate on the **board, plural formation**.
4. Use class-generated examples to demonstrate the capabilities/limitations of this command (irregular cases).
5. Describe and demonstrate on the board, the formation of the present participle/gerund.
6. Use class-generated examples to demonstrate the capabilities/limitations of this command (irregular cases).
7. Describe and demonstrate on the board, the formation of the past tense.
8. Use class-generated examples to demonstrate the capabilities/limitations of this command (irregular cases).
9. **Caution students again regarding the limitations of the above 4 commands.**
Class Activity

1. With students using computers, navigate through the Menu System to the Main Menu of *MindReader*.
2. Press 1 to Write New Document.
3. Follow the Activity handout to have students type sample sentences using F1 to add suffixes to words.
4. Follow the Activity handout to have students type sample sentences using F2 to make nouns plural.
5. Follow the Activity handout to have students type sample sentences using F3 to form the present participle/gerund.
6. Follow the Activity handout to have students type sample sentences using F4 to form the past tense.
7. As a group, press F10 to Quit; N for No, Discard; and D for Discard.

Outcome

Students will understand keystroke-saving features offered to add a suffix, form a plural, and present participle/gerund or past tense. They will understand both the capabilities and limitations of these *MindReader* commands.

Notes
Nigh Tech Center for the Disabled Instructional Guide
Volume 2

Mindreader

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MindReader

Adaptive Computer Technologies

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Special Considerations Regarding MindReader Lesson Plans

MindReader Version

These lesson plans are written for the Businessoft Version 2.0 ("Old Version"), not the Brown Bag Version 2.0 ("New Version") of Mindreader.

Lesson Plan Contents

The instructor will find the content and style of these MindReader lesson plans significantly different from other materials contained in the other lesson plan materials. Whereas other lesson plans have provided some explanation of procedures and commands associated with other instructional software, Mindreader lesson plans assume that the instructor is entirely familiar with the operation of MindReader. The lesson plans proceed from a step by step sequence of menu choices intended to accomplish a specific instructional purpose rather than an explanation of the steps needed to accomplish that purpose.

System Requirements

Use of TurboLightning and MindReader as described in these lesson plans is written for programs which are installed on computers with hard drives. If the instructor is using these Lesson Plans on computers which lack a hard drive, please substitute all references to Drive C with Drive B.

When using TurboLightning with this version of MindReader, TurboLightning must be configured for PFS Write (Environment C), and the Main Menu hot key must be set for F5.
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General Orientation

**Week**
One

**Day**
One

**Major Content**
General orientation (primarily to the lecture component of this course)

**Objectives**
Provide a general orientation to High Tech Center concept and purpose.
Become familiar with personal backgrounds. Describe this course and present the course requirements.

**Materials**
Handout: None

**Lecture**
1. Provide the background regarding High Tech Centers in general and this program specifically.
2. Instructor and students will briefly introduce themselves, describe their *backgrounds and state why* they are taking this course.
3. Describe the course main components. Stress attendance policies.
4. Describe the notebook required in this course.

**Assignment**
**Purchase the notebook and two blank disks** for Week One, Day Three.

**Outcome**
Students should gain an understanding of computer access centers in general and this program specifically. They will become familiar with the direction and requirements of the lecture component of this course.
General Orientation

Week
One

Day
Two

Major Content
General orientation (primarily to the lab component of this course)

Objectives
Guest speakers will provide information regarding available programs and services. Continue to familiarize students with the course. Provide orientation to the lab component.

Materials
Policies & Procedures

Lecture
1. Request guest speakers from on- and off-campus agencies who will describe their programs; perhaps a representative from the Department of Rehabilitation.
2. Discuss Policies & Procedures. Stress adherence to policies, particularly those regarding copying of software and eating/drinking in the High Tech Center.

Assignment
Purchase a notebook and two blank disks for Week One, Day Three.

Outcome
Students will learn about other services and programs available to them. They will also become familiar with the requirements of the lab component of this course.
General Orientation

Week
One
Day
Three

Major Content
General orientation (notebooks, intake interviews)

Objectives
Present notebook format, requirements, and High Tech Center surveys.

Materials
Notebooks
High Tech Center surveys

Lecture
1. Assemble notebooks.
2. Discuss notebook sections and course requirements.
3. Complete the High Tech Center surveys.
4. Describe intake interviews (evaluation re: individual access needs) and have students sign up for individual appointments.

Outcome
Students will become familiar with the notebook format and course requirements. High Tech Center surveys will be completed and intake interviews will be scheduled.

Instructional Unit Outcome
During the general orientation, students will become familiar with both the lecture and lab components of this course. They will understand requirements and will have assembled notebooks. Beyond this course, the students will have learned about additional programs, services, and courses available to them.
Orientation to Microcomputer Keyboarding

Week
Two
Day
One

Major Content
Orientation to microcomputers

Objectives
Introduce students to the keyboard.
Present the menu set-up of computers.

Materials
None

Lecture
1. Describe standard keys and draw parallels to the typewriter.
2. Describe standard keys used differently (i.e., space bar, backspace, and colon to denote disk drive) in word processing.
3. Describe special function keys (specific to the computer).

Class Activity
1. With students using computers, present the set-up of the Menu System for accessing programs.
2. Follow the Menu System to MindReader.
3. Press 1 to Write New Document.
4. Students practice using the keyboard (any keys except Function Keys F1-F10).
5. As a group, press F10 to Quit; N for No; and D for Discard.

Outcome
Students will be able to distinguish between standard and special function keys. They will know the purpose of the special function keys. Students will also have their first experience with starting computers and navigating through the Menu System. They will have initial practice using keyboards.
Week
  Three
Day
  Three
Major Content
  \textit{MindReader} - WordComplete option
Objectives
  Continuing with the concept of saving keystrokes presented in the previous class, provide the background regarding WordComplete.
Materials
  None
Lecture
  1. Describe and demonstrate on the board, how WordComplete works.
  2. Discuss the advantages:
     a. Saving keystrokes
     b. Using specialized vocabulary (e.g., horticulture major)
     c. Improving accuracy.
  3. Describe the Artificial Intelligence capability and discuss how it works for students.
Class Activity
  1. With students using computers, navigate through the Menu System to the Main Menu of \textit{MindReader}.
  2. Press 1 to Write New Document.
  3. Students will write a short letter, practicing WordComplete and the F1, F2, F3 and F4 commands.
Outcome
  Students will have an understanding of the Word Complete option. They will practice using this option in an open-ended format (writing a letter). In this way, they will be able to watch the monitor as much as possible during the writing in order to take advantage of WordComplete (pop-up windows), F1, F2, F3 and F4.
Instructional Unit Outcome

At the end of the first week with MindReader, the students should have a basic understanding of word processing programs in general. They will be oriented to the screen format with the three rows (Top, Middle and Bottom) of 10 commands each. They will understand and be able to use main keystroke-saving features of MindReader: WordComplete and F1, F2, F3 and F4.

Notes
Top Row Commands:
Spell (F5) - TurboLightning

Week
Four
Day
One

Major Content

MindReader - Top Row of Commands: TurboLightning (Spell - F5)

Objectives
Provide orientation to the concept of spell checking programs in general. Describe and demonstrate the specific program used in the HighTech Center - TurboLightning.

Materials
Handout: TurboLightning (F5)

Lecture
1. Describe a general overview of spelling checker programs.
2. Demonstrate the Franklin Speller (hand-held device).
3. Describe and demonstrate the three TurboLightning options:
   a. Full-Screen Check
   b. Word Check
   c. Thesaurus.
4. Discuss the meaning of highlighted words when using the spell checker program:
   a. Not in the dictionary (i.e., unusual word)
   b. Misspelled.

Class Activity
1. With students using computers, go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document and bring up the document entitled "TRAVEL.DOC" from Drive C.
3. Use the Full-Screen Check to identify 4 misspelled words.
4. Use the Word Check to check and correct each of these words.
5. Use the Thesaurus to find synonyms for 4 additional words.

Outcome
Students will understand the concept of spell checker programs. They will become familiar with the three options available in TurboLightning. They will practice using these options with an existing document.
Top Row Commands: 
Spell (F5) - TurboLightning

Week
Four
Day
Two

Major Content

MindReader - Top Row of Commands
TurboLightning (Spell - F5) - Continued

Objectives

Provide further orientation to and practice with TurboLightning.
Review the three basic options.

Materials

None

Lecture

1. Offer a brief review of TurboLightning and answer students' questions regarding the three basic options:
a. Full-Screen Check
b. Word Check
c. Thesaurus

Class Activity

1. With students using computers, go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "EDIT.DOC" from Drive C.
4. Have students use all three TurboLightning options.

Outcome

Students will have additional practice using TurboLightning.
Lab Assignment

**Assignment 2:** *TurboLightning* and a document entitled "COMA.DOC"

**Outcome**

Students will use *TurboLightning* independently in the lab to identify and correct misspelled words and to find synonyms for certain words which are specified.

**Notes**
Top Row Commands: 
**Insert** Key, **Delete** Key, **Delete Word** (F6)

**Week**
Four

**Day**
Three

**Major Content**

*MindReader* - Top Row of Commands: Insert key, Delete key, Delete Word (F6)

**Objectives**

Present the basic editing features of Insert key, Delete key and Delete Word (F6).

**Materials**

Handout: Top Row Commands: Insert key, Delete key and Delete Word (F6)

**Lecture**

1. Describe the basic editing functions of a word processing program.
2. Use the board to present examples of inserting text.
3. Present examples of deleting text.
4. Present examples of deleting a word to the left of the cursor (F6).

**Class Activity**

1. With students using computers, go to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "EDIT.DOC" from Drive C.
4. Follow the handout instructions to practice using the Insert key, Delete key and Delete Word (F6) command.

**Outcome**

Students will have exposure to the basic editing process which is the foundation for word processing.
Instructional Unit Outcome

Students will have an understanding of the basic purpose of word processing. They will have a specific understanding of MindReader and its special features:

1. Keystroke-saving options
2. Thirty commands visible on the monitor at all times.

The students will have begun to work with the Top Row of Commands and will be able to perform basic editing, such as inserting, deleting and spell checking.

Notes
Top Row Commands:
Print (F7)

Week
Five
Day
One

Major Content:
MindReader - Top Row of Commands: Print (F7)

Objectives
Introduce the concept of printing via a computer; stress student's ability to tailor the Print Menu.

Materials
Handout: Top Row Commands: Print (F7)

Lecture

1. Discuss the general features of printers.
2. Demonstrate the proper use of printers.
3. Discuss the inappropriate handling of printers.
4. Present Print commands (F7):
   b. Begin: once the Print Menu set-up is ready, review page breaks to see where pages will end (a powerful feature).
   d. Left margin: default setting of 10 equals 1"
   e. Single Space
   f. Double Space
   g. Pause Between Pages: We recommend that this option be in effect. Discuss the primary reason for having this in effect: students gain control over printing of each page and can choose to print only certain pages of a document.

Class Activity

1. With students using computers, go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up document entitled "WHEELS.DOC" from Drive C.
5. Change to Double space mode and Review Page Breaks again.
6. Set Pause Between Pages on.
7. Print the document; there will be 2 pages.
**Outcome**

*Students will have* initial exposure to operating printers and will understand their capability to tailor documents prior to printing.

**Notes**
Week
Five
Day
Two

Major Content

*MindReader* - Top Row of Commands: Print (F7) - Continued

Objectives

Review print commands presented in the previous class. Present the remaining print commands.

Materials

Handout: Print (F7) given out in previous class

Lecture

1. Review the print commands presented in the previous lecture.
2. Answer questions students have regarding this material.
3. Present the remaining print commands:
   a. Number Pages: number centered at bottom
   b. All in Bold: not necessary in most cases if printer ribbons are replaced regularly.
   c. First Page Number: used when page numbers start with a number other than 1.
   d. How Many Copies: select from 1-99. (We recommend no more than 3 copies of given document. For additional copies, use a photocopy machine.)

Class Activity

1. Students go to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "WHEELS.DOC" from Drive C.
5. Review: Use Review Page Breaks to determine if a single-spaced document will fit on one page.
6. Set Number Pages on.
7. Set All in Bold on, then turn it off.
8. Set First Page Number to 12.
10. Check the entire Print Menu to make sure the settings are as you want them.
Outcome

Students will have a more in-depth understanding of their ability to tailor a document prior to printing. They will be able to use all print commands presented. (Print commands not presented: Envelope, Typewriter Mode, Control Code, Mail Merge, Initialize.)

Lab Assignment

Assignment 3: Provide brief definitions of each of the top row of commands. This will be due at the beginning of the next class period.

Notes
Top Row Commands: Glossary (F8)

Week
Five
Day
Three

Major Content

MindReader - Top Row of Commands: Glossary (F8)

Objectives

Introduce the concept of storing and using standard sentences and paragraphs. The primary advantages are saving keystrokes and increasing accuracy and overall time efficiency.

Materials

Handout: Top Row Commands: Glossary (F8)

Lecture

1. Discuss the concept of storing sentences and multiple sentences which are used repeatedly.
2. Use the board to demonstrate how this works.
3. Present the advantages:
   a. Saves keystrokes
   b. Increases accuracy
   c. Overall time efficiency
4. Present general rules which govern the use of the Glossary (F8):
   a. Use the glossary for storing complete or multiple sentences.
   b. Each entry can contain up to 700 characters.
   c. Words and phrases used frequently should be stored in Word Complete, not in the Glossary. (This will be presented in Week 7.)

Class Activity

1. Using computers, students go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Press F8 to see a list of Glossary entries.
4. Build a document:
   a. Type the following:

   **First Windows is one of** the leading distributors of insulated window fixtures in the Southwest. We guarantee overnight delivery to any construction site in Texas, Oklahoma, or Arizona, and two-day delivery to any major city between Chicago and Los Angeles. In business for over 30 years, our services include an inventory of over 300 insulated window fixtures, 25 salespeople, and regional warehouses in three locations.

   b. Press Enter twice after typing the "First Windows paragraph" and highlight the following entries from the Glossary, one at a time, pressing Enter for each one to create the new paragraph.

   I have enclosed a copy of our latest financial statements. Please let me know if I can provide any additional information. I look forward to a long and mutually rewarding business relationship.

5. Press F10 to Quit; N for No, Discard; and D for Discard.
6. At the Main Menu, press 3 for the Glossary Update.
7. Follow the steps in the handout to have students add an entry of their choice to the Glossary.
9. Enter Glossary (F8), highlight the personal entry, and press Enter to display it on the monitor.

Outcome

Students will understand and be able to use the Glossary (F8). They will have followed the sequence for adding personal entries to a Glossary and will have added one such entry.

Instructional Unit Outcome

At the end of this week, the students will have proficiency in building a document via Glossary, WordComplete and F2, F3 and F4. They will be able to adjust the Print Menu to their specifications and operate the printers. In a larger sense, the students will have been exposed to several of MindReader's special features. They should by now realize the potential of MindReader for:

1. Entering data
2. Saving keystrokes as they enter data
3. Editing (processing) the data
4. Proofreading
5. Manipulating print instructions
6. Printing a product.

Notes
Top Row Commands:
Rolodex (F9)

Week
Six
Day
One

Major Content:
MindReader - Top Row of Commands: Rolodex (F9)

Objectives
Introduce the concept of the Rolodex as a Name & Address file.
Demonstrate its use. Have students access it and add a personal entry to a Rolodex file on their disk.

Materials
Handout: Top Row Commands: Rolodex (F9)

Lecture
1. Discuss the concept of a Name & Address file.
2. Present an example of an actual Rolodex file which sits on a desk.
3. Use the board to demonstrate how the Rolodex (F9) works.
4. Discuss the main components which appear in a letter:
   a. Date
   b. Name and address block
   c. Salutation

Class Activity
1. Using computers, students go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Press F9 to see a list of Rolodex entries.
4. Build a document highlight any name and address and press Enter.
   Note the following components:
   a. Date
   b. Name and address block
   c. Salutation.
5. Press F10 to Quit; N for No, Discard; and D for Discard.
6. At the Main Menu, press 4 for the Rolodex Update.
7. Follow the steps in the handout to have students add an entry of their choice to the Rolodex.
9. Enter Rolodex (F9), highlight the personal entry, and press Enter to put it on the monitor.
Outcome

Students will understand and be able to use the Rolodex (F9). They will have followed the sequence for adding personal entries to the Rolodex and will have added one such entry.

Notes
Top Row Commands:
Quit (F10)

Week
Six
Day
Two

Major Content
MindReader - Top Row of Commands: Quit (F10)

Objectives
Provide the basic idea of creating, saving and discarding. Present the first two commands of the Quit Menu: Yes, Save and No, Discard

Materials
Handouts: Top Row Commands: Quit Menu (F10);
In-Class Activity: Saving and Discarding

Lecture
1. Present the initial concept of creating a document and saving it.
2. Describe the file-naming rules of MindReader.
3. On the board, write a one-paragraph document and label it Document A. (This is version 1 of the document.)
4. Imagine returning to add to the document A the next day. You also save this newer version. (This is version 2.)
5. Later that day you return to edit document. You add an additional paragraph. Because the paragraph is poorly written, you exit the document and do not save the changes.
6. Ask the class: What do you now have? Version 1, version 2 or a new version?

Class Activity
1. Using computers, go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Follow the handout to add one entry from the Rolodex and one from the Glossary.
4. Quit and save the document, naming it "b:classl".
5. At the Main Menu, press 2 to Revise Old Document.
6. Bring up the document entitled "classl" from Drive B.
7. Follow the handout to add one more entry from the Glossary.
8. Quit and save this version of the document.
9. At the Main Menu, press 2 to Revise Old Document.
10. Bring up the document entitled "class1" from Drive B.
11. Follow the handout to add a signature (Shift F7).
12. Quit but do not save this version.
13. At the Main Menu, press 2 to Revise Old Document.
14. Bring up the document entitled "class1" from Drive B.
15. Notice it is the version previously saved under Step 8.

Outcome

Students will gain initial insight into what happens to their document as they create, save or discard. They will also learn correct vs. incorrect filenames for MindReader.

Notes
Top Row Commands: Quit (F10)

Week
Six
Day
Three

Major Content

MindReader - Top Row of Commands: Quit (F10) - Continued

Objectives

Review concepts and commands from the previous lecture.
Present the remaining commands from the Quit Menu:
  Save & Continue
  Block Save/Append
  Rename
  Include Document
  Encode/Decode Document

Materials

Handouts: Top Row Commands: Quit (F10) from the previous lecture.
In-Class Activity: Saving and Discarding from the previous lecture.

Lecture

1. Review concepts and commands from previous lecture: Yes, Save and No, Discard.
2. Using the board, diagram and discuss the concepts of Save and Continue, Block Save/Append, Rename, Include Document, and Encoding/Decoding. (Refer to Quite Menu (F10) handout.)
3. Inform the students there will be a quiz covering the Top Row of Commands the next class meeting.

Class Activity

1. Using computers, go to the Main Menu of MindReader.
2. Follow the Activity handout re: Save and Continue.
3. Follow the Activity handout re: Block Save/Append.
4. Follow the Activity handout re: Rename Document.
5. Follow the Activity handout re: Include Document.
6. Follow the Activity handout re: Encoding/Decoding. Caution students in the use of this option. The code word must be re-entered exactly to decode the document. The code should be very easy to remember. Students should not encode more than one document at a time.
7. Use the board where necessary to illustrate the above examples.
Outcome

Students should have an initial understanding of the various options under the Quit Menu. It is stressed that only through continued practice will these options become well learned.

Assignment

Quiz on Week 7, Day 1: Top Row of Commands.

Instructional Unit Outcome

The unit on the Top Row of Commands is now complete. Students have at their disposal several powerful commands for word processing. They should be coming in during open lab time for further practice in these commands. Many students will already have begun to use open lab time for writing papers for other classes.

Students at this point should understand where documents are (which drive); how to move them around (rename); how to create, save and discard; how to tailor their individual disk with entries in the Glossary and Rolodex; and how to tailor the Print Menu to produce a document which looks the way they want it.

In brief, the students should have the ability to perform basic word processing with confidence.

Notes
Top Row Commands Quiz:
Introduction to Middle Row Commands

Week
Seven

Day
One

Major Content:

MindReader - Top Row of Commands: Review and Quiz

Objectives

Provide a review of the Top Row of Commands. Students will take a quiz on this material.

Materials

Handout: Quiz 1

Lecture

1. Review the Top Row of Commands.
2. Answer students' questions regarding these commands.
3. Following the quiz, provide an initial orientation to the Middle Row of Commands.
4. Announce that at the next class, they will be learning to use these commands.

Class Activity

Students take Quiz 1.
Middle Row Commands:  
Add Word (Shift F1), Phrase (Shift F2)

Week  
Seven  
Day  
Two  

Major Content  
*MindReader* - Middle Row of Commands: Add Word (Shift F1) and Phrase (Shift F2)

Objectives  
Review the WordComplete option. Present the concept of students adding individual material to pop-up windows. Provide practice in adding words and phrases to the dictionary.

Materials  
Handouts: Middle Row Commands: Add Word (Shift F1), Phrase (Shift F2); In-Class Activity: Add Word & Phrase

Lecture  
1. Discuss the WordComplete function and review its advantages: Saving keystrokes, using specialized vocabulary, and improving accuracy.  
2. Present the addition of students' own material to pop-up windows of WordComplete.  
3. Use the board to demonstrate the sequence for adding a single word, adding a phrase, and deleting a single word or phrase.

Class Activity  
1. Students go to the Main *Menu of MindReader*.  
2. Press 1 to Write New Document.  
3. Follow the Activity handout to use Add Word (Shift F1) to add a list of single words to the dictionary.  
4. Practice typing these words; check to make sure they appear in the pop-up window.  
5. Follow the Activity handout to use Phrase (Shift F2) to add a list of phrases to the dictionary.  
6. Practice typing these phrases; check to make sure they appear in the pop-up window.  
7. Follow the Activity handout to delete 2 of the previously-entered words from the dictionary.  
8. Practice typing these 2 words to make sure they no longer appear in the pop-up window.
Outcome

Students will understand the advantages of using WordComplete. They will be able to add both single words and phrases to the dictionary on their personal disks. They will be able to delete these entries as well.

Lab Assignment

Students are to bring a list of words and phrases which they can add to the dictionary on their personal disk to the next class meeting. This may include:

1. Personal entries (e.g., their name, address, etc.)
2. Specialized vocabulary (e.g., terms from their major area of study)

Notes
Middle Row Commands:  
Add Word (Shift F1), Phrase (Shift F2)

Week  
Seven
Day  
Three
Major Content  
*MindReader* - Middle Row of Commands: Add Word & Phrase - Continued

Objectives  
In order to have students take advantage of the WordComplete option, they should spend time adding words and phrases of their choice to the dictionary. This should include both personal entries and specialized vocabulary.

Materials  
Handout: Middle Row Commands: Add Word (Shift F1), Phrase (Shift F2) - already given out in the previous class.

Lecture  
1. Discuss and review procedures for adding words and phrases to the dictionary so they will appear in the pop-up window.
2. Discuss and review procedures for deleting words and phrases from the dictionary.

Class Activity  
1. Using a list of words which they have prepared, students will add single words to the dictionary on their personal disk.  
2. After all words have been entered in the Dictionary, type each entry to make sure it appears in the pop-up window.  
3. Using a list of phrases which they have prepared, students will add phrases to the dictionary on their personal disk.  
4. After all the phrases have been entered in the Dictionary, type each phrase to make sure it appears in the pop-up window.  
5. Type a few paragraphs using pop-up window entries whenever possible.

Outcome  
Students will gain practice in personalizing the dictionary on their disks. They should realize the advantages of adding to the dictionary and using the pop-up window in *MindReader*.  

MindReader - Lesson Plans
Instructional Unit Outcome

At the end of this week, students will have completed the Top Row of Commands and will have taken a quiz regarding its material. They will now be oriented to Middle Row of Commands and will have learned to take full advantage of the WordComplete option in MindReader.

Notes
Middle Row Commands: Search (Shift F3)

Week
Eight

Day
One

Major Content

*MindReader* - Middle Row of Commands: Search (Shift F3)

Objectives

Present the general concept of the Search/Replace function in word processing programs. Describe the Search/Replace function in *MindReader*.

Materials

Handouts: Middle Row Commands: Search (Shift F3)

Lecture

1. Discuss the general concept of the Search/Replace function in word processing programs.
2. Students should offer examples of how this might be used.
3. Describe the Search/Replace function in *MindReader*.
4. Use the board to demonstrate examples.

Class Activity

1. Students go to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "WHEELS.DOC" from Drive C.
4. Follow the handout to Search/Replace in multiple, but not all occurrences.
5. Follow the handout to perform Global Search/Replace.

Outcome

Students will have the basic concept of the Search/Replace Function in word processing programs generally and in *MindReader* specifically. They will have practice performing Search/Replace in individual occurrences, multiple occurrences and globally.
Middle Row Commands: 
Search (Shift F3)

Week
Eight
Day
Two

Major Content:

*MindReader* - Middle Row of Commands: Search (Shift F3) - Continued

Objectives
 Provide further background and practice with the Search/Replace (Shift F3) command.

Materials
 None

Lecture
 1. Review Search/Replace commands.
 2. Answer students' questions.
 3. Inform students that there will be a performance-based midterm on the top and middle row commands given at the next class meeting.

Class Activity

1. **Students go to the Main Menu of MindReader.**
2. **Press 2 to Revise** Old Document.
3. **Bring up document entitled "TRAVEL.DOC" from Drive C.**
4. **Practice following Search/Replace options:**
   a. Search/Replace in multiple--but not all--occurrences
   b. Global Search/Replace.

Lab Assignment/Homework
 Study for midterm.

Outcome
 Students will have had additional practice which will provide a better understanding of the use of the using Search/Replace command.
Midterm: Top and Middle Row Commands

Week
Eight

Day
Three

Major Content:

MindReader - Performance-Based Midterm: Top & Middle Row of Commands

Objectives

Review Top Row Commands and first 3 Middle Row Commands. Give the midterm exam.

Materials

Handout: Midterm: Handout prepared by the instructor.

Lecture

1. Review commands to date.
2. Give the midterm exam. (The midterm is located at the end of these lesson plans. The instructor will need to provide certain documents for students to work with, thus altering some of the instructions given in the midterm handout provided.)
Middle Row Commands:
Insert Line (Shift F4), Delete Line (Shift F5),
Oops! (Shift F9), Calendar (Shift F6),
Math (Shift F8), Signature (Shift F7)

Week
Nine
Day
One

Major Content

MindReader - Middle Row of Commands: Insert Line (Shift F4), Delete Line (Shift F5) & Oops! (Shift F9)

Objectives

Provide the background regarding inserting and deleting entire lines at a time. Describe the Oops! (Shift F9) function in restoring something deleted accidentally.

Materials

Handouts: Middle Row Commands: Insert Line (Shift F4), Delete Line (Shift F5) & Oops! (Shift F9);
In-Class Activity: Insert Line, Delete Line & Oops!

Lecture

1. Discuss the command for inserting a blank line: Insert Line (Shift F4).
2. Use the board to demonstrate an example.
3. Discuss the command for deleting a line: Delete Line (Shift F5).
4. Use the board to demonstrate the example.
5. Discuss the Oops! (Shift F9) command for restoring a line/word accidentally deleted via Delete Line (Shift F5) or Delete Word (F6) commands.

Class Activity

1. Students go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "WHEELS.DOC" from Drive C.
4. Follow the Activity handout to practice inserting a single blank line.
5. Follow the Activity handout to practice inserting several blank lines.
6. Follow the Activity handout to practice deleting a single line.
7. Follow the Activity handout to practice deleting several lines.
8. Follow the Activity handout to restore the last line deleted.
Outcome

Students will be able to edit documents using commands to insert and delete lines. They will also be able to restore the last entry (word or line) which was deleted accidentally.

Assignment

Assignment 4: Middle Row of Commands
This assignment requires the use of the following commands: Search (Shift F3), Insert Line (Shift F4) and Delete Line (Shift F5). Due at the beginning of the next class meeting.

Notes
Middle Row Commands:
Insert Line (Shift F4), Delete Line (Shift F5),
Oops! (Shift F9), Calendar (Shift F6),
Math (Shift F8), Signature (Shift F7)

Week
Nine
Day
Two

Major Content

MindReader - Middle Row of Commands: Calendar (Shift F6) & Math (Shift F8)

Objectives
Discuss the concept of "desktop accessories" and present the two desktop accessory commands: Calendar (Shift F6) and Math (Shift F8).

Materials
Handout: Middle Row Commands: Calendar (Shift F6) & Math (Shift F8)

Lecture
1. Describe the concept of "desktop accessories."
2. Use an actual monthly calendar to provide the background for the Calendar command.
3. Use the board to demonstrate the effect of the Arrow keys in adjusting the day/month/year.
4. Use a hand-held calculator to provide the background for the Math command.
5. Use the board to demonstrate the use of the Cursor keypad to make calculations.

Class Activity
1. Students go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Access the Calendar (Shift F6) and practice adjusting the date:
   a. Pg Up: Go back 1 year at a time
   b. Pg Dn: Go ahead 1 year at a time
   c. Up arrow: Go back 1 month at a time
   d. Down arrow: Go ahead 1 month at a time
   e. Right arrow: Move marker ahead 1 day at a time
   f. Left arrow: Move marker back 1 day at a time
4. Set the calendar to the following date: February 22, 1919 and press Enter to set this date.
5. Press Esc to return to the document.
6. **Enter Rolodex (F9), highlight an entry and press Enter to put the entry on the monitor.**

7. Students will have 3 components on the screen: date, name and address block, and salutation.
   a. Note that the date is the one students set in the Calendar. Pause to answer questions.

8. Enter Math (Shift F8) and perform the following calculations. Students will need to press C to Clear the previous results between problems:
   a. **Addition:** $247 + 985$
   b. **Subtraction:** $486 - 257$
   c. **Multiplication:** $42 \times 76$
   d. **Division:** $102 / 46$

9. Press Esc to return to the document.

10. Students type the following partial sentence: His total earnings for this week will be $________

11. Enter Math (Shift F8)

12. **Press C to Clear the previous results.**

13. **Multiply:** $42.5 \text{ (hours)} \times 4.50 \text{ (dollars/hour)}$. 


15. Notice the sentence is now complete: His total earnings for this week will be $191.25.

   **This is a very useful feature of MindReader. It allows students to perform calculations whenever needed during word processing and to transfer the result to their document.**

**Outcome**

Students will understand the concept of desktop accessories. They will have practiced and learned both the Calendar (Shift F6) and Math (Shift F8) functions.

**Notes**
Middle Row Commands:
Insert Line (Shift F4), Delete Line (Shift F5),
Oops! (Shift F9), Calendar (Shift F6),
Math (Shift F8), Signature (Shift F7)

Week
Nine

Day
Three

Major Content

MindReader - Middle Row of Commands: Signature (Shift F7)

Objectives

Present the Signature (Shift F7) command. Students will put their personal signature on their disk.

Materials

Handout: Middle Row Commands: Signature Block (Shift F7)

Lecture

1. Discuss the Signature (Shift F7) command.
2. Stress the importance of having the cursor flush with the Left Margin before using this command.

Class Activity

1. Students go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Enter the Rolodex (F9), highlight any entry, and press Enter to put the Rolodex information at the top of the document.
4. Enter the Glossary (F8), highlight any entry except "Memo," and press Enter to put the Glossary entry in the document.
5. Press Enter twice.
6. Press Shift F7 for Signature.
7. Press F10 to Quit, Y for Yes, Save and give the document this name: b:practice.
8. At the Main Menu, press 3 for Glossary Update.
9. Follow the handout for students to add their own signature to the disk.
10. At the Main Menu, press 2 to Revise Old Document.
11. Bring up the document entitled "Practice" from Drive B.
12. Delete the current signature block.
13. Press Enter to put the cursor flush with Left Margin.
14. Press Shift F7 (Signature) to put the personal signature in the document.
15. Press F10 to Quit, and Y for Yes, Save.

Outcome

Students will have a background in the Signature command (Shift F7) and will have had practice in adding their personal signature to the disk. Further, they will have built a document and then tailored it to include their personal signature.

Lab Assignment

Assignment 5: Students will be provided with additional practice using the Calendar (Shift F6) and Signature Block (Shift F7) commands. This will be due the beginning of the next class period.

Notes
Middle Row Commands: Information (Shift F10)

Week
Ten
Day
One

Major Content

MindReader - Middle Row of Commands: Information (Shift F10)

Objectives

Provide the background regarding the Information (Shift F10) command. Link this to keystroke-saving options presented in earlier lectures.

Materials

Handout: Middle Row Commands: Information (Shift F10)

Lecture

1. Provide a general background regarding Information (Shift F10).
2. Using the board and the handout, discuss the following:
   a. Lines
   b. Free Space
   c. Keystrokes/Characters/Reduction
   d. Speed
   e. Document Size
   f. Word Count
3. When discussing the Reduction Factor (Item c), review the different keystroke-saving options in MindReader.

Class Activity

1. Students go to the Main Menu of MindReader.
2. Press 1 to Write New Document.
3. Students type their name at top of the document.
4. Enter the Glossary and select 3 entries, putting them on the monitor one at a time.
5. Enter Information (Shift F10) to note the readings in the above categories (Items a-f).
Outcome

Students should have a good understanding of the Information feature in MindReader. This is used to help remind them of the various keystroke-saving features introduced previously. This is a good opportunity to reiterate that this is one of the features specific to MindReader which makes it well-suited to the High Tech Center.

Lab Assignment

Assignment 6: Provide a brief, clear description of what each of the Middle Row of Commands does. This assignment is to be done on the computer and will be due at the beginning of the next class period.

Notes
Middle Row Commands:
Calendar, Signature, Math and Information Review

Week
Ten
Day
Two

Major Content

*MindReader - Review of these Middle Row of Commands: Calendar, Signature, Math & Info*

Objectives

Review the four commands most recently covered in the lecture. Provide an opportunity for practicing these commands.

Materials

Handout: In-Class Activity: Shift F6, F7, F8 & F10

Lecture

1. Review the Calendar (Shift F6) command & answer questions regarding this material.
2. Review the Signature (Shift F7) command & answer questions regarding this material.
3. Review the Math (Shift F8) command & answer questions regarding this material.
4. Review the Information (Shift F10) command & answer questions regarding this material.
5. Inform the students of a quiz the next class period covering the Middle Row Commands.

Class Activity

1. Students go to the Main Menu of *MindReader.*
2. Press 1 to Write New Document.
3. Follow the handout to build a document using:
   a. Calendar (Shift F6)
   b. Rolodex (F9)
   c. Math (Shift F8)
   d. Glossary (F8)
   e. Signature (Shift F7)
   f. Information (Shift F10)
4. Print the document for a personal reference.
5. Quit but do not save the document.
Assignment
Study for the quiz.

Outcome
Students will have added to the earlier concepts of building a document. This activity will involve tailoring that document to a degree beyond earlier activities.

Notes
Review and Quiz: Middle Row Commands

Week
Ten
Day
Three

Major Content

MindReader - Middle Row of Commands: Review and Quiz

Objectives

Provide a review of Middle Row of Commands. Students will take a quiz on this material.

Materials

Handout: Quiz 2

Lecture

1. Review the Middle Row of Commands.
2. Answer students' questions regarding these commands.
3. Following the quiz, provide initial orientation to the Bottom Row of Commands. We will begin learning these commands during the next class.

Class Activity

Students take Quiz 2.

Instructional Unit Outcome

At this point, students will have learned 20 of the 30 on-screen commands in MindReader: Top and Middle Rows.

In the Top Row of Commands, students learned to build a document as well as several of the basic concepts regarding quitting, saving and discarding.

In the Middle Row of Commands, students now have the capability of building a document which is more personalized through the Add Word, Phrase, and Signature features. They have also learned a more sophisticated word processing feature: Search I Replace.

In general, students by now should have a good grasp of the two primary MindReader features which make it particularly well-suited to the High Tech Center program: keystroke-saving and thirty commands visible at all times. The keystroke-saving features includes Plural, -Ing, Past, Word-Complete, Glossary, Rolodex, Add Word, Phrase, and Signature. All keystroke-saving commands have been presented at this point.
Bottom Row Commands: Underline (Alt F1) and Boldface (Alt F2)

Week
Eleven

Day
One

Major Content
MindReader - Bottom Row of Commands: Underline (Alt F1) and Boldface (Alt F2)

Objectives
Provide the background information regarding the underline and boldface functions.

Materials
Handout: Bottom Row Commands: Underline (Alt F1) and Boldface (Alt F2)

Lecture
1. Provide the background information regarding the underline function.
2. Describe the specific method for underlining in MindReader.
3. Use the board to demonstrate cursor position for putting in the beginning and ending underline markers.
4. Provide background information regarding the boldface function.
5. Describe the specific method for boldfacing in MindReader (just like underlining).
6. Use the board to demonstrate cursor position for putting in beginning and ending boldface markers.

Class Activity
1. Students go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "TRAVEL.DOC" from Drive C.
4. Underline the following words/phrases:
   a. Line 4: "planning"
   b. Line 5: "preparing"
   c. Line 6: "five"
   d. Line 7: "travel senses"
5. Boldface the following words, phrases & sentences:
   a. Line 7: "sense of purpose"
   b. Line 8: "sense of adventure"
   c. Line 11: "sense of humor"
   d. Line 14: "sense of direction"
   e. Line 17: "common sense"

6. Press F7 to Print, B to Begin and P to Print.
7. Students will check their printed work to see the underline and boldface effects.

Outcome

Students will have the basic concept of the underline and boldface functions. They will have had practice using these commands.

Notes
Bottom Row Commands:  
Push (Alt F3) and Center (Alt F4)

Week  
Eleven

Day  
Two

Major Content

*MindReader* - Bottom Row of Commands: Push (Alt F3) and Center (Alt F4)

Objectives

Present the basic concepts, specific steps and practice in Push and Center commands.

Materials

Handout: Bottom Row Commands: Push (Alt F3) and Center (Alt F4)

Lecture

1. Provide background information regarding the Push command. 
   Students can use this or the Insert key to push text to the right.
2. Use the board to demonstrate how this functions.
3. Provide the background information regarding the Center command.
4. Use the board to demonstrate how this functions. Also provide an example of centering a list of items.

Class Activity

1. Students go to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "TRAVEL.DOC" from Drive C.
4. Underline 2 entries.
5. Boldface 2 entries.
7. Push 5 lines of one section until they are flush with the Right Margin.
8. Center the title and 5 lines of one section. Press F7 to Print, B to Begin, and P to Print.

Outcome

Students will understand the basic concepts of the Push and Center commands. They will have had practice using these commands and will have had additional practice using the Underline and Boldface commands.
Bottom Row Commands:
Underline, Boldface, Push & Center

Week
   Eleven

Day
   Three

Major Content
   MindReader - Bottom Row of Commands: Review: Underline, Boldface, Push and Center

Objectives
   Review the commands to underline, boldface, push and center.

Materials
   No handout. Students will build a document and edit it.

Lecture
   1. Review Underline (Alt F1) and answer questions.
   2. Review Boldface (Alt F2) and answer questions.
   3. Review Push (Alt F3) and answer questions.
   4. Review Center (Alt F4) and answer questions.

Class Activity
   1. Students go to the Main Menu of MindReader.
   2. Press 1 to Write New Document.
   3. Students will build a document in the following sequence.
   4. Enter the Rolodex (F9), highlight a personal entry and press Enter.
   5. Enter the Glossary (F8), highlight "I have enclosed a copy of our latest financial statements."
   6. Type: "These include:
      Tax papers
      Annual report
      Auditor fee."
   7. Press Enter twice.
   8. Enter the Glossary (F8), highlight "Please let me know if I can provide any additional information."
   9. Press Enter twice.
   10. Press Shift F7 for the Signature Block.
January 24, 1987

Ms. Pamela R. L. Carney
Sales Representative
Bay Area Real Estate
270 Milk Street
Suite 450
Boston, Ma. 02116

Dear Pamela:

I have enclosed a copy of our latest financial statements. These include:

- Tax papers
- Annual report
- Auditor fee.

Please let me know if I can provide any additional information.

Very truly yours,

John R. Willoughby

11. Center the date at the top of the letter.
12. Underline "latest" in the top row.
13. Center the short list: Tax papers, annual report and auditor fee.
14. Boldface "Please let me know" in the last line.
15. Push the Signature Block to the Right Margin.
16. Print the letter.

Outcome

Students will have had a review in several areas. First, they will build a document using many of the personalized and keystroke-saving options. Students will then have reviewed the commands to underline, boldface, push and center.

Lab Assignment

Assignment 7: Students will be provided practice in using the Underline, Boldface, Push and Center commands. This will be due next class period.

Notes
Bottom Row Commands: Page Break (Alt F5)

Week
Twelve

Day
One

Major Content

MindReader - Bottom Row of Commands: Page Break (Alt F5)

Objectives
Provide the background regarding the concept of page breaks and headers. Offer specific instruction on using these commands with MindReader.

Materials
Handout: Bottom Row Commands: Page Break & Header (Alt F5)

Lecture
1. Provide a background re: the general concept of page breaks.
2. Go through the sequence for the Page Break command in MindReader.
3. Use the board to demonstrate the Page Break concept and sequence.
4. Provide background re: general concept of a header.
5. Go through the sequence for the Header command in MindReader.
6. Use the board to demonstrate the Header concept and sequence.

Class Activity
1. Students go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "WHEELS.DOC" on Drive C.
5. Insert a Page Break (Alt F5) between paragraphs 3 & 4.
7. Insert a Header (Alt F5) at the top of the document.
8. Print the document.
9. Quit but do not save this version of the document.

Outcome
Students will understand the word processing concepts of page break and header. They will have had practice in using these commands in MindReader.
Week
  Twelve
Day
  Two
Major Content
  **MindReader** - Bottom Row of Commands: Tabset (Alt F7)

Objectives
  Introduce the Tabset Menu and rules for using the 3 primary Tabset Menu commands: setting/clearing tabs, right margin & block indent.

Materials
  Handouts: Tabset (Alt F7);
  In-Class Activity: Tabset (Alt F7)

Lecture
  1. Introduce the Tabset Menu and the rule of pressing the first letter of what students want to put into effect.
  2. Present the three main commands for setting/clearing tabs:
     a. C = Clear
     b. A = All Clear
     c. T = Tab Set
  3. Use the board to demonstrate these 3 commands for setting/clearing tabs.
  4. Present the command for setting the Right Margin.
     a. R = Right Margin
  5. Use the board to demonstrate the command for setting the Right Margin.
  6. Present the commands for using the Block Indent:
     a. B = Block Indent
     b. N = New Indent Position
  7. Use the board to demonstrate commands for Block Indent.

Class Activity
  1. Students go to the Main Menu of **MindReader**.
  2. Press 1 to Write New Document.
  3. Follow the Activity handout to set/clear tabs.
  4. Follow the Activity handout to change the Right Margin.
  5. Follow the Activity handout to build the document.
  6. Follow the Activity handout to use the Block Indent function.
  7. Print the document.
  8. Quit but do not save the document.
Outcome

Students will gain initial experience with setting/clearing tabs, setting the Right Margin and using the Block Indent function.

Lab Assignment

Assignment: Bottom Row of Commands & Review. Students will bring up the document entitled "TRAVEL.DOC" from Drive C. They will practice the following:
- Find and correct spelling errors
- Underline
- Boldface
- Making one paragraph into two paragraphs
- Center
- Print.

Outcome

This assignment provides review of several important editing commands.

Notes


**Bottom Row Commands:**
*Tabset (Alt F7)*

**Week**

Twelve

**Day**

Three

**Major Content**

*MindReader* - Bottom Row of Commands: Tabset (Alt F7) - Continued

**Objectives**

Review the three primary uses of the Tabset Menu presented in the previous lecture. Provide an opportunity for additional practice with these options.

**Materials**

None

**Lecture**

1. Review the commands for setting/clearing tabs.
2. Review the command for setting the Right Margin.
3. Review the commands for using the Block Indent function.
4. Inform the students that there will be a quiz during the next class meeting over the Bottom Row Commands covered to date.

**Class Activity**

1. Students go to the Main Menu of *MindReader*.
2. Press 1 to Write New Document.
3. Practice the following:
   a. Setting/clearing tabs
   b. Setting the Right Margin
   c. Using the Block Indent function
4. Print the document.
5. Quit but do not save the document.

**Assignment**

Study for the quiz.

**Outcome**

Students will have additional practice using important Tabset commands.
Week
Thirteen

Day
One

Major Content

\textit{MindReader} - Bottom Row of Commands: Diary (Alt F6)

Objectives

Review the first 5 Bottom Row Commands. Students will understand how to use the Diary (Alt F6) and will have practice in entering personal data.

Materials

Handout: Diary (Alt F6)

Lecture

1. Briefly review the Bottom Row Commands covered to date:
   a. Underline/Boldface
   b. Push/Center
   c. Page Break
   d. Tabset
2. Students take Quiz 3.
3. Discuss the concept of maintaining a diary as organizational tool.
4. Draw parallels with other Desktop Accessories in \textit{MindReader}:
   Calendar (Shift F6) and Math (Shift F8).
5. Use the board to demonstrate how to make entries in the Diary.

Class Activity

1. Students go to the Main Menu of \textit{MindReader}.
2. Press 1 to Write New Document.
3. Following the rules in the handout, students will make diary entries for 5 days.
4. Press Shift & Prt Sc to print the screen for each of the 5 daily schedules.
5. Quit but do not save the document.

Outcome

Students will gain familiarity with another Desktop Accessory option: Diary (Alt F6). They will have had experience in entering personal data into the Diary.
Week  
Thirteen  

Day  
Two  

Major Content  

MindReader - Bottom Row of Commands: Extra (Alt F8)  

Objectives  
Present the background regarding the Extra Menu (Alt F8) and four of its main options. (Three of those options will be presented in this lesson and the fourth option will be presented in the subsequent lesson.)  

Materials  
Handout: Bottom Row Commands: Extra (Alt F8)  

Lecture  
1. Present a general background regarding the diverse options available through the Extra Menu (Alt F8).  
2. Review the command to change the Right Margin (Alt F7).  
3. Present the sequence to Format.  
4. Use the board to demonstrate how the Format command works following a change of the Right Margin.  
5. Present the sequence to make a document Right Flush.  
6. Use the board to demonstrate the effect of the Right Flush command.  
7. Present the sequence for the Split Screen option.  
8. Use the board to demonstrate the Split Screen option.  

Class Activity  
1. Students go to the Main Menu of MindReader.  
2. Press 2 to Revise Old Document.  
3. Bring up the document entitled "TRAVEL.DOC" from Drive C.  
4. Set the Right Margin (Alt F7).  
5. Format (Alt F8).  
6. Make the document Right-Flush (Alt F8).  
7. Use the Split Screen option (Alt F8).  
8. Print the document.  
9. Quit but do not save this version of the document.
Outcome

Students will have a basic introduction to three of the Extra Menu commands. They will have had practice using these commands.

Notes
Week
  Thirteen
Day
  Three
Major Content:
  *MindReader* - Bottom Row of Commands: Extra (Alt F8) - Continued

Objectives
  Review the commands of the Extra Menu covered in the previous lesson and present the Draw command from that menu (Alt F8).

Materials
  Handout: Bottom Row Commands: Extra (Alt F8) - given out in previous lecture

Lecture
  1. Review the three options from the Extra Menu covered in the previous lesson.
  2. Present the Draw function from the Extra Menu (Alt F8).
  3. Use the board to demonstrate the Draw function.

Class Activity
  1. Students go to the Main Menu of *MindReader*.
  2. Press 1 to Write New Document.
  3. Press Alt F8 for the Extra Menu.
  4. Press Esc to start the Draw function.
  5. Practice the Draw function.
  6. Print the results.
  7. Quit but do not save this document.

Outcome
  Students will have reviewed the Extra Menu (Alt F8) commands. They will learn about the Draw function in Extra (Alt F8) and will have practice using this function.
Week
Fourteen

Day
One

Major Content

*MindReader* - Bottom Row of Commands: Mark (Alt F9) & Move (Alt F10)

Objectives

Provide the general concept of mark/move functions in word processing. Present the specific background regarding Mark (Alt F9) and Move (Alt F10) commands in *MindReader*.

Materials

Handouts: Bottom Row Commands: Mark (Alt F9) and Move (Alt F10); In-Class Activity: Bottom Row Commands: Mark (Alt F9) & Move (Alt F10)

Lecture

1. Discuss the general concept of mark/move functions in word processing programs.
2. Present specifics regarding the Mark (Alt F9) command in *MindReader*.
3. Stress the fact that students always need to mark text before being able to do anything with it in Move (Alt F10).
4. Present specifics regarding the Move (Alt F10) command in *MindReader*; students need to press the first letter of what they want.
5. Use the board to demonstrate the following options:
   a. M = Move
   b. C = Copy
   c. R = Right Push
   d. P = Pull Left
   e. U = Upper Case
   f. L = Lower Case
Class Activity

1. Students go to the Main Menu of MindReader.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "TESTING.DOC" on Drive C.
4. Follow the Activity handout to practice the Move option.
5. Follow the Activity handout to practice Copy option.
6. Follow the Activity handout to practice the Right Push option.
7. Follow the Activity handout to practice the Pull Left option.
8. Follow the Activity handout to practice the Lower Case option.
9. Follow the Activity handout to practice the Upper Case option.
10. Print the document.
11. Quit but do not save this version of the document.

Outcome

Students will understand the general concept of the mark/move function in word processing programs. They will have the specific knowledge of how to use Mark (Alt F9) and Move (Alt F10) commands in MindReader. They will have had practice using these commands.

Lab Assignment

Assignment 8: Provide brief definitions of each of the bottom row commands. This will be due the next class period.

Notes
Week
Fourteen

Day
Two

Major Content

*MindReader* - Bottom Row of Commands: Mark (Alt F9) & Move (Alt F10) - continued

Objectives

Present the opportunity for review and additional practice with the Mark (Alt F9) and Move (Alt F10) commands.

Materials:

Handouts: Bottom Row Commands: Mark (Alt F9) & Move (Alt F10) - already given out.

Lecture

1. Review the Mark (Alt F9) and Move (Alt F10) concepts and commands presented in the previous lecture.
2. *Use* the board to answer questions and illustrate additional examples students might have.
3. Inform the students that there will be a quiz the next class period covering the Bottom Row Commands: Tabset, Extra, Mark, and Move.

Class Activity

1. Students go to the Main Menu of *MindReader*.
2. Press 2 to Revise Old Document.
3. Bring up the document entitled "WHEELS.DOC" from Drive C.
4. Practice the following options in conjunction with the Mark (Alt F9) command:
   a. Move
   b. Copy
   c. Right Push
   d. Pull Left
   e. Upper Case
   f. Lower Case
5. Print the document.
6. Quit but do not save this version of the document.
Assignment

Study for the quiz.

Outcome

During review, students will have the opportunity to ask questions regarding Mark (Alt F9) and Move (Alt F10). They will have additional practice in using the various options of these commands.

Notes
Week
Fourteen

Day
Three

Major Content

MindReader - Bottom Row of Commands Review and Quiz 4

Objectives
Review the following Bottom Row Commands: Tabset, Extra, Mark and Move. Students will take a quiz covering these four commands.

Materials
Handout: Quiz 4.

Lecture
1. Review the Tabset (Alt F7) command and options.
2. Review the Extra (Alt F8) command and options.
3. Review the Mark (Alt F9) command.
4. Review the Move (Alt F10) command and options.

Class Activity
Students will take Quiz 4.

Outcome
Students will review the last four Bottom Row Commands. They will take a quiz covering this material.

Instructional Unit Outcome
Students will now have covered all 30 commands which are visible on the MindReader screen. The Bottom Row Commands offer the ability to tailor and further refine a student's document. They now have the commands necessary to produce quality papers required in any of their other classes which meet the specific requirements of the instructor. For example, an instructor might require that the Left Margin = 1", the Right Margin = 1", etc. Students should furthermore be well oriented to the concept of Top, Middle and Bottom Rows of Commands format in MindReader.
Main Menu:
Delete Document (#5)

Week
  Fifteen
Day
  One
Major Content
  MindReader - Main Menu: Delete Document (#5)
Objectives
  Provide the background regarding deleting a document. Present the steps to use the Delete Document option in MindReader.
Materials
  None
Lecture
  1. Provide the general background regarding the deletion of a document from a disk.
  2. Review the saving and discarding concepts presented earlier.
  3. Present the steps for using the Delete Document option in the Main Menu of MindReader.
  4. Use the board to demonstrate saving, discarding and deleting of documents.
Class Activity
  1. Students go to the Main Menu of MindReader.
  2. Press 1 to Write New Document.
  3. Build a document using:
     a. Rolodex (F9)
     b. Glossary (F8) - 3 entries
     c. Signature Block (Shift F7)
  4. Press F10 to Quit; Y for Yes, Save; and entitle the document: "delete"
  5. At the Main Menu, press 2 to Revise Old Document.
  6. Check to make sure the document entitled "Delete" is listed.
  7. Press Esc to return to the Main Menu.
  8. At the Main Menu, press 5 to Delete Document.
  9. Highlight the document entitled "Delete" and press Enter.
10. When the second window appears, press D to Delete for Good.
11. At the Main Menu, press 2 to Revise Old Document.
12. Check to make sure the document entitled "Delete" is no longer listed.
Outcome

Students will have the general concept regarding deletion of a document from a disk. They will have practice in creating and deleting a document.

Notes
Main Menu: 
Initialize (#6)

Week
Fifteen
Day
Two
Major Content
MindReader - Main Menu: Initialize (#6)

Objectives
Present most of the options available to students in the Initialize menu: WordComplete, AI Learn, Video Monitor, 20 Minute Save, and volume settings.

Materials
None

Lecture
1. Review the WordComplete option in MindReader.
2. Use the board to demonstrate how WordComplete functions.
3. Discuss MindReader recommendations regarding whether or not to use the WordComplete option.
4. Review prioritizing in the pop-up windows of WordComplete: Artificial Intelligence Learning, or AI Learn.
5. Use the board to demonstrate how AI Learn functions in pop-up windows.
6. Discuss various color options for the MindReader screen.
7. Present the idea of a 20 Minute Save. Encourage students to use this option or to save independently every 30 minutes.
8. Present the volume setting options in MindReader:
   a. Extra Volume
   b. Soft
   c. Quiet
9. Use the computer to demonstrate how various settings sound.
10. Stress the importance of having the volume in the Initialize menu set to Quiet in the lab to minimize distracting other students.

Class Activity
1. Students go to the Main Menu of MindReader.
2. Press 6 for the Initialize Menu.
3. Set the WordComplete function off, then on. (Default = on)
4. Set the AI Learn function off, then on. (Default = on)
5. Press V for Video Monitor.
   a. Students should select a specific color combination.
   b. Students then press Esc to return to the Main Menu.
   c. Press 1 to Write New Document.
   d. Students will write a few words to see their on-screen color combination and the color of the pop-up window entries.
   e. Students should continue to try various color combinations until they identify their preferred setting.

Notes
Main Menu:
Review

Week
Fifteen
Day
Three
Major Content
MindReader - Main Menu: Review
Objectives
Provide review of all Main Menu options.
Materials
None
Lecture
1. Review the options for Write New Document (#1) and Revise Old Document (#2).
2. Review the options for the Glossary Update (#3) and the Rolodex Update (#4).
4. Review the Initialize (#6) command.
5. Review the Exit to DOS (#0) command.
Class Activity
1. Students go to the Main Menu of MindReader.
2. Students practice using any of the above options.
Outcome
Students will have additional practice using the various Main Menu options.
**Top Row Commands: Review**

**Week**
Sixteen

**Day**
One

**Major Content**

*MindReader* - Present an overall review of the Top Row of Commands.

**Materials**

Students refer to previous handouts.

**Lecture**

1. Review Suffix (F1), Plural (F2), -Ing (F3) and Past (F4); also WordComplete and pop-up windows.
2. Review *TurboLightning* (Spell - F5).
3. Review Delete Word (F6), Insert key and Delete key.
4. Review Print (F7).
5. Review Glossary (F8).
6. Review Rolodex (F9).
7. Review Quit (F10).
8. Throughout the review, answer students' questions and provide additional examples as needed.

**Class Activity**

If time permits, students can use the remaining class time to practice any of the above commands.

**Outcome**

Students will have a good understanding of all the Top Row Commands.
Middle Row Commands:
Review

Week
Sixteen

Day
Two

Major Content

MindReader - Middle Row of Commands Review

Objectives
Present an overall review of the Middle Row Commands.

Materials
Students refer to previous handouts.

Lecture
1. Review Add Word (Shift F1) and Phrase (Shift F2).
2. Review Search (Shift F3).
3. Review Insert Line (Shift F4), Delete Line (Shift F5) and Oops (Shift F9).
4. Review Calendar (Shift F6) and Math (Shift F8).
5. Review Information (Shift F10).
6. Throughout the review, answer student questions and provide additional examples as needed.
7. Inform the students that the final will be performance-based, similar to the midterm but in greater detail and requiring a proficiency of more commands.

Class Activity
If time permits, students can use the remaining class time to practice any of the above commands.

Outcome
Students will have a good understanding of all the Middle Row Commands.
Bottom Row Commands: Review

Week
Sixteen

Day
Three

Major Content
*MindReader* - Bottom Row of Commands Review

Objectives
Present overall review of Bottom Row of Commands.

Materials
Students refer to previous handouts.

Lecture
1. Review Underline (Alt F1) and Boldface (Alt F2).
2. Review Push (Alt F3) and Center (Alt F4).
4. Review Diary (Alt F6).
5. Review Tabset (Alt F7).
6. Review Extra (Alt F8).
7. Review Mark (Alt F9) and Move (Alt F10).
8. Inform students about the content of the final exam, that the following week is dead week and if there are any questions, they may come in for additional help.

Class Activity
If time permits, students can use the remaining class time to practice any of the above commands.

Outcome
Students will have a good understanding of all the Bottom Row Commands.
Final Exam

Week
   Eighteen

Major Content
   Final Examination

Objectives
   Determine the students' proficiency in using Mindreader independently.

Materials
   Handout: Final Exam

Lecture
   1. Short question/answer session to clarify commands for students.
   2. Give the final exam.

Outcome
   Students will complete the final exam demonstrating their proficiency level with Mindreader.
Quiz 1: Week 7 Day 1

Name: - - - - - - - - - - - - - - - - - - -

1. You would use this command for the Thesaurus:
   A. Suffix (F1)
   B. Glossary (F8)
   C. Spell (F5)
   D. Rolodex (F9)

2. You would use this command to exit from your document:
   A. Quit (F10)
   B. Print (F7)
   C. Past (F4)
   D. Rolodex (F9)

3. You would use this command to access stored sentences:
   A. Glossary (F8)
   B. Rolodex (F9)
   C. Spell (F5)
   D. Suffix (F1)

4. You would use this menu to make your document double-spaced:
   A. Delete word (F6)
   B. Spell (F5)
   C. Plural (F2)
   D. Print (F7)

5. The three features of the spelling checker (F5) are:
   A. Word Check, Full-Screen Check & Thesaurus
   B. Environment, Word Check & Full-Screen Check
   C. Word Check, Full-Screen Check & Options
   D. Set-up, Word Check & Full-Screen Check

T F 6. The Delete Word (F6) command deletes the word to the right of
       the cursor.

T F 7. The name of the spelling checker program used is
       TurboLightning.

T F 8. You can adjust both the Right and Left Margins in the Print
       Menu (F7).

T F 9. The Glossary (F8) should be used primarily for storing complete
       sentences or multiple sentences.

T F 10. In the Print Menu, we advise you to have the setting "Pause
       Between Pages" set on.
Quiz 2 : Week 10 Day 3

Name: - - - - - - - - - - - - - - - - - -

1. Use this command to find a word and replace it with another word:
   A. Add Word (Shift F1)
   B. Phrase (Shift F2)
   C. Search (Shift F3)
   D. Oops! (Shift F9)

2. Use this command to do calculations:
   A. Calendar (Shift F6)
   B. Information (Shift F10)
   C. Search (Shift F3)
   D. Math (Shift F8)

3. Use this command to restore a word or line you accidentally deleted:
   A. Information (Shift F10)
   B. Oops! (Shift F9)
   C. Insert Line (Shift F4)
   D. Phrase (Shift F3)

4. Use this command to find out the approximate number of words in your document:
   A. Search (Shift F3)
   B. Oops! (Shift F9)
   C. Math (Shift F8)
   D. Information (Shift F10)

5. This is the fastest way to add a single word to your dictionary:
   A. Add Word (Shift F1)
   B. Phrase (Shift F2)
   C. Calendar (Shift F6)
   D. Information (Shift F10)

   T F 6. The Insert Line (Shift F4) command inserts a blank line below the line your cursor is on.

   T F 7. To search and replace all occurrences of a word throughout your document, you would do a global search & replace.

   T F 8. The Information (Shift F10) screen also tells you your typing speed.

   T F 9. Before you use Signature (Shift F7), your cursor should be flush with the left margin.

   T F 10. Your cursor can be anywhere on a line you want to delete with Delete Line (Shift F5).
Quiz 3: Week 13 Day 1

Name - - - - - - - - - - - - - - -

T F 1. To underline or boldface text, you need to put in both beginning and ending markers.

T F 2. The Push command (Alt F3) moves a line of text to the left.

T F 3. To center a title, your cursor must be directly on some part of the words in that title.

T F 4. To create the boldface effect, the printhead passes over the text three times.

T F 5. To delete all tabs, press Alt F7 for the Tabset Menu and press A for All Clear.

T F 6. If held down continuously, the Push command (Alt F3) will continue to push a line of text onto the next line.

7. Putting a Header on a document means:
   A. Your name will automatically appear at the top of a letter only.
   B. Your name will automatically appear at the top of each page.
   C. Whatever you enter as a Header will automatically appear at the top of a letter only.
   D. Whatever you enter as a Header will automatically appear at the top of each page.

8. Use this menu to change the Right Margin:
   A. Center (Alt F4)
   B. Print (F7)
   C. Tabset (Alt F7)
   D. Push (Alt F3)

9. The two functions you can perform with the Page Break (Alt F5) are:
   A. Page Break & Header
   B. Page Break & Right Margin
   C. Page Break & Format
   D. Page Break & Copy

10. In order to indent a block of text, use:
    A. Push (Alt F3)
    B. Center (Alt F4)
    C. Tabset (Alt F7)
    D. Page Break (Alt F5)
Quiz 4 Week 14 Day 3

Name: ________________________

T F 1. Before using anything on the Move Menu (Alt F10), you first need to mark your text on the Mark Menu (Alt F9).

T F 2. Right-flush means the words form a staggered outline along the right margin, rather than a straight line.

T F 3. **MindReader** allows you to mark only an entire line at a time, not a word/phrase which is part of a line.

T F 4. The Draw function in Extra (Alt F8) allows you to draw lines horizontally, vertically and diagonally.

T F 5. The All Clear command in Tabset (Alt F7) will remove all tabs and the Right Margin.

T F 6. If held down continuously, the Right Push commands in Move (Alt F10) will push the marked text past the right margin and wrap words to lines below.

7. To develop an outline while you are viewing a document, use:
   A. Draw function in Extra (Alt F8)
   B. Split Screen function in Extra (Alt F8)
   C. Format function in Extra (Alt F8)
   D. Block Indent function in Tabset (Alt F7)

8. To convert a marked block of text into upper case, use:
   A. Extra (Alt F8)
   B. Mark (Alt F9)
   C. Move (Alt F10)
   D. Push (Alt F3)

9. After you have changed the right margin, to bring your text within the new margin setting you need to reformat using:
   A. Extra (Alt F8)
   B. Tabset (Alt F7)
   C. Push (Alt F3)
   D. Move (Alt F10)

10. If you wanted to change the right margin and then make it right-justified, you would use this sequence:
    A. Mark (Alt F9), then Move (Alt F10)
    B. Move (Alt F10), then Mark (Alt F9)
    C. Tabset (Alt F7), then Extra (Alt F8)
    D. Extra (Alt F8), then Tabset (Alt F7)
Midterm

This is a hands-on exam requiring you to create or edit 5 documents.

a. Bring up a document from Drive C; use TurboLightning to find and correct misspelled words.
b. Create a document, print it and save it.
c. Edit the document from Step b, print it and save it.
d. Enter 10 personal entries using WordComplete and print these.
e. Bring up a document from Drive C and perform 3 basic Search/Replace functions.
Final Exam

As with the midterm, this will be a hands-on exam requiring you to create or edit a number of documents. It will involve greater detail and more commands than the midterm.

A. Write a New Document - Calendar, Rolodex, Glossary, Signature

- Use the Calendar to set date to 4/29/60.
- Select a personal entry from the Rolodex.
- Select a personal entry from the Glossary.
- Use Signature to put your personal signature on the letter.
- Print document: Double space.
- Save document to data disk in Drive B.

B. Revise an old Document - Glossary, Underline, Boldface

- Bring up the document from Drive B created in Step A.
- Add 2 additional entries from the Glossary as a 2nd paragraph in the body of the letter.
- Put the date in boldface.
- Put the entire first sentence of the letter in boldface.
- Underline the entire second sentence.
- Underline your name in the signature block.
- Print the document: Single space, Left Margin
- Save this version to the data disk in Drive B.

C. Revise an old Document - Spelling checker, Thesaurus

- Bring up the document titled "SPELL.DOC" from Drive C.
- Use TurboLightning to identify and correct six misspelled words.
- Use the Thesaurus to find synonyms for four words which are listed.
- Print the Document: Single space.
D. Revise an Old Document - Center, Mark & Move, Page Break

Bring up the document titled "LIST.DOC" from Drive C.
This document will be one page in length and will contain a list of items.
Center the list of items.
Mark and Move the list of items to the top of the document.
Put in a Page Break after the list.
Print the document: Single space, Left Margin = 14.
Do not save this version of the document.

E. Revise an Old Document - Tabset, Extra

Bring up the document titled "SPELL.DOC" from Drive C.
Change the Right Margin by bringing it in 10 spaces from the current setting.
Format.
Make the document Right-Flush.
Print the document: Double space, Left Margin = 10.

F. Write a New Document - Math

Complete a sentence using a problem involving addition.
Transfer the result to the document.
Complete a sentence using a problem involving subtraction.
Transfer the result to the document.
Complete a sentence using a problem involving multiplication;
Transfer the result to the document.
Complete a sentence using a problem involving division.
Transfer the result to the document.
Print the document: Single spaced, Left Margin = 10.

G. Retrieve a document titled "SPELL.DOC" from Drive C.
Search & Replace in multiple but not all occurrences: 1 task.
Global Search & Replace: 2 tasks.
Print the document: Double spaced, Left Margin = 5.

Put the documents in order so Document A, with your signature block, is on top to identify the documents.

Staple all 7 documents together.
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# Cursor Movement

## Cursor

A symbol that shows where the next character you type will be entered. In **MindReader**, the cursor is a solid blinking rectangle.

## Cursor Commands

Use Arrow keys alone and in combination with the Control (^) key for the following:

<table>
<thead>
<tr>
<th>Cursor keypad key</th>
<th>Cursor movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right arrow ^</td>
<td>One space to the right</td>
</tr>
<tr>
<td>Right arrow A</td>
<td>One word to the right</td>
</tr>
<tr>
<td>Left arrow ^</td>
<td>One space to the left</td>
</tr>
<tr>
<td>Left arrow A</td>
<td>All the way to the left margin</td>
</tr>
<tr>
<td>Home ^</td>
<td>Beginning of the document</td>
</tr>
<tr>
<td>Home A</td>
<td>Top of the screen</td>
</tr>
<tr>
<td>End</td>
<td>End of the document</td>
</tr>
<tr>
<td>End A</td>
<td>Bottom of the screen</td>
</tr>
</tbody>
</table>
Top Row Commands:
Suffix (F1), Plural (F2), -ing (F3) and Past (F4)

Suffix (F1)
Can add 13 different suffixes:
Examples -
  a: hard       hardship
  b: harm       harmless

Plural (F2)
Adds s or es to words to make them plural:
Examples -
  a. horse       horse
  b. dress       dressga

NOTE: This does not work for irregular cases.
Examples -
  a. man         manga
  b. child       childa

-ing (F3)
Adds -ing to verbs:
Examples -
  a. run         running
  b. smile

NOTE: This does not work for irregular cases.
Examples -
  a. come        coming
  b. lie         liing

Past (F4)
Adds -d or -ed to verbs to make them past tense:
Examples -
  a. race        raced
  b. loan        loangd

NOTE: This does not work for irregular verbs.
Example -
  a. run         runned

CAUTION: If you choose to use the above keystroke-saving options, be aware of their limitations.
1. At the Main Menu, press 1 = Create New Document.

2. Use the function key indicated at the beginning of each line to complete the word in the sentence as indicated.

3. Suffix (F1): Buying a comfortable chair proved to be a hardship on the family budget.

4. Suffix (F1): To focus on wellness is a profitable approach to life.

5. Plural (F2): At the fair we bought several dresses, shirts, books, chairs and boxes.

6. Plural (F2): We asked the children to clean up their crayons, paints, brushes and general messes.

7. -ing (F3): Do you enjoy diving, swimming, jogging, surfing and bicycling?

8. -ing (F3): He said he was going to be reading, spelling and working on math.

9. Past (F4): Last Saturday we sanded, stained, painted and removed rust from the worn doors of the building.

10. Past (F4): The prisoner stated he worked on his car and tuned its engine on the day of the crime.

11. Press F10 to Quit

12. At the Main Menu, press 0 in the numbers row to Exit to DOS.
Top Row Commands: 
Spell (F5) - TurboLightning

TurboLightning
The three main components are: Full-Screen Check, Word Check & Thesaurus

DO NOT ENTER OTHER TURBOLIGHTNING OPTIONS; YOU MIGHT CHANGE THE PROGRAM SET-UP AND RENDER IT USELESS TO YOU OR OTHERS.

Full-Screen Check
1. Use this to check the entire screen.
2. Press F5 for TurboLightning.
3. Use the Right Arrow Key to move the cursor bar to "Full-Screen Check."
4. Press Enter; press Enter again.
5. TurboLightning will highlight the following words:
   a. Words which are misspelled
   b. Words it doesn't recognize - e.g., unusual words

Word Check
1. Use this to check specific words.
2. Move the cursor so it is located directly on some part of the word you want to check.
3. Press F5 for TurboLightning.
4. Use the Right Arrow Key to move the cursor bar to "Word Check."
5. Press Enter; press Enter again.
6. Possible messages:
   a. "Spelling confirmed" = word is correct
   b. "Checking dictionary" = word is incorrect or not in TurboLightning dictionary
7. If you get "Checking Dictionary" message, TurboLightning will provide a list of words you might have meant to use.
   a. Use the Arrow Key to highlight the word you want and press Enter.
   b. TurboLightning will erase the original word and substitute the word you highlighted.
The Thesaurus

1. Use this to find synonyms.
2. Move the cursor so it is located directly on some part of the word you want to find a synonym for.
3. Press F5 for TurboLightning.
4. Use the Right Arrow Key to move the cursor bar to "Thesaurus."
5. Press Enter.
6. Possible messages:
   a. "Not in Thesaurus" = word not in the Thesaurus
   b. "Checking Thesaurus" = word is in the Thesaurus
7. If you get "Not in Thesaurus" you can press F2 for words spelled similarly; however, these are not synonyms.
8. If you get "Checking Thesaurus" TurboLightning will provide a list of synonyms:
   a. Use the Arrow Key to highlight the word you want and press Enter.
   b. TurboLightning will substitute this word for the original.
Top Row Commands: 
Insert Key, Delete Key and Delete Word (F6)

1. Bring up the document entitled "EDIT.DOC" on Drive C.

2. **Insert Key:** The Insert key works as a toggle: the first time you press it, the Insert mode is turned on, and the next time you press it, the Insert mode is turned off.
   
   a. Insert the letter "s" in "Mr." to make "Mrs."
   b. Insert the word "some" between "building" and "new" in the 1st line of Paragraph 1.
   c. Insert the phrase "with hard work," after "Next year," in the 3rd line of Paragraph 1.
   d. Insert the phrase "a copy of after "I am enclosing" in the 1st line of Paragraph 2.

3. **Delete Key:** The Delete key deletes both the character and the space directly under the cursor. If you hold it down, it will delete rapidly.
   
   a. Delete the letter "r" in "Mrs." to make "Ms."
   b. Delete the word "projections" in the 3rd line of Paragraph 1.
   c. Delete the phrase "latest financial" in the 1st line of Paragraph 2.

4. **Delete Word (F6):** The Delete Word command (F6) deletes the word to the left of the cursor and does not delete the spaces.
   
   a. Delete the phrase "a copy of after "I am enclosing" in the last line of Paragraph 2.
Top Row Commands: Print Menu (F7)

The Print Menu is brought up by the function key F7. Once the Print Menu is on the screen, press the first letter of what you want to select. The settings which are in effect are flagged by a box with a dot inside. The various options are as follows:

**B** = **Begin**
Press B when you are ready to begin printing.

**R** = **Review Pg Brits**
Press R to identify where page breaks will occur. *MindReader* allows 52 lines per page.

**L** = **Left Margin**
Press L to change the left margin setting. Then enter the new number (1-40) and press Enter. 10 is the default value for the left margin in MindReader.

**S** = **Single Space**
Press S to have the document single spaced.

**D** = **Double Space**
Press D to have the document double spaced. Even if you plan to double space a document, keep it in single space format when creating a document. Then set double spacing just prior to printing.

**P** = **Pause Between Pages**
Press P for this option. After *MindReader* prints one page, it pauses and asks if you want to print the next page. This offers greater control and reduces problems with the printers. It is advisable to have this function in effect.

**N** = **Number Pages**
With this option in effect, *MindReader* will put a number at the bottom of the page beginning with page 2.

**A** = **AR in Bold**
Press A if you want the entire document in boldface; this means the printer goes over each character three times. For most purposes, this is unnecessary.

**F** = **First Page Number**
Press F if you want to set a page number other than 1 to begin a document. For example, if you are printing a document which is the second chapter, it may begin with page 12 rather than page 1.
**H = How Many Copies**
Press. H, then enter the number of copies desired (1-99) and press Enter. This lets you select the number of copies to be printed. It is recommended that no more than three copies of a given document be printed. For additional copies, use a photocopy machine.
Top Row Commands: Glossary (F8)

General Background

The glossary contains standard phrases used repeatedly. Each entry can contain up to 700 characters. Entire paragraphs may be a single entry.

General guidelines:
1. For phrases less than a complete sentence, store in the dictionary (Shift F2).
2. For complete or multiple sentences, store in the Glossary.

Using the Glossary

1. While in a document, press F8 to access the Glossary.
2. Use the Arrow key to highlight the phrase of your choice.
3. Press Enter.

Adding to the Glossary

1. At the Main Menu, press 3 for "Glossary Update."
2. At the glossary description, press any key to view different information windows.
3. Press a key 3 times until MindReader shows a list of Glossary entries.
4. To add text, scroll down to the line below an empty ID number.
5. Use Shift F4 to insert a line.
6. Insert your entry.
7. Press F10 for "Quit;" press Y for "Yes, Save."
   Note: this will be saved onto your program disk in Drive A.
8. Option: To have the current date or time included in the entry, enter the word DATE or TIME surrounded by dollar signs ($). This is true for all variable text as well.
General Background

Rolodex is the name and address file.

It contains the following information:
1. Name
2. Title of individual
3. Name of company
4. Address
5. Salutation (Dear ________ ;)
6. Telephone

You can add up to 150 name and address files in MindReader.

Using the Rolodex File

1. While in a document, press F9 to access the Rolodex.
2. Use the Arrow key to highlight the name and address of your choice.
3. Press Enter.
4. Date, name, address block and salutation will be entered into the document above the current cursor position.

Adding to the Rolodex

1. At the Main Menu, enter 4 for "Rolodex Update."
2. At the "Rolodex Options" list, enter 1 for "Main N & A Base."
3. When you first access this Rolodex Update, you are in Sheet Mode; this means 20 names and addresses are displayed at the same time. Press F9 to change from Sheet Mode to Entry Mode. The Entry Mode is easier for making changes.
4. Enter the relevant data: name, address, etc.
5. Quitting and Saving:
   a. Press F10 for "Quit"
   b. Press Y for "Yes, Save."
   c. Rolodex entries are saved to the program disk (Drive A).
The Quit Menu is brought up by pressing F10. Once the Quit Menu is on the screen, press the first letter of what you want to select. The various options are as follows:

**Y = Yes, Save!**
Save the document to a disk. If it is a new document, you will be asked for a filename.
1. Tell *MindReader* where you want the document stored. This will be Drive B, so enter b:
2. Give the document a name; a filename can have 1-8 letters and/or numbers. No spaces, punctuation, or symbols.

   **Filename examples:**
   Correct: b:English2 or b:March7 or b:homework
   Incorrect: b: English2 or b:March 7 or b:work&art

**N = No, Discard**
Do not save the current version to disk. Once you press "N" you may see another box with two options. Press "D" for discard.

**S = Save & Continue**
Save the current document and continue with *MindReader*. The cursor reappears where you left it.

**B = Block Sv/Append**
Save the marked block as a new document. Before saving, you need to mark the block with Alt F9.

**R = Rename**
Save the document under a new name or path (drive). You need to specify drive and filename.

**I = Include Document**
Merge a second document into the current document at the current line. You need to specify the drive and filename of the second document.

**E = Encode Document**
Allows you to encode a document you don't want others to access. You will be asked for a code word. CAUTION: Choose the code word carefully so you will remember it. Without the code word the document stays unreadable.

**D = Decode Document**
Allows you to decode a file you have previously encoded. To make this work, you need the code word associated with this particular document.
Top Row Commands:
In-Class Activity: Saving and Discarding

Creating and Saving a New Document
(Y = Yes, Save)

1. At the Main Menu of MindReader, press 1 for Write New Document
   a. Add an entry from the Rolodex (student's personal entry).
   b. Add an entry from the Glossary (student's personal entry).

2. Press F10 to Quit:
   a. Press Y for "Yes, Save."
   b. Enter the following data: b:classl
   c. Notice the light go on in Drive B as the document is saved.

Revising an Old Document and Saving Changes
(Y = Yes, Save)

1. At the Main Menu, press 2 for Revise Old Document.

2. Bring up the document entitled "Classl" from Drive B.
   a. Add one additional entry from the Glossary.

3. Press F10 to Quit:
   a. Press Y for "Yes, Save."
   b. Since this document has already been saved to disk, the current version will now be saved.
   c. It is not necessary to specify drive or filename when saving an old document.
Revising an Old Document and WI Saving Changes

(N = No, Discard)

1. At the Main Menu, press 2 for Revise Old Document.

2. Bring up the document entitled "Classl" from Drive B and add a signature from the Signature command (Shift F7).

3. Press F10 to Quit:
   a. Press N for "No, Discard."
   b. Press D for "Discard."

4. Check the document:
   a. At the Main Menu, press 2 for Revise Old Document.
   b. Bring up the document entitled "Classl" from Drive B.
   c. Notice that the change you made was not saved.
   d. The version previously saved is the current version.

Save and Continue

(S = Save & continue)

1. Add a signature from the Signature command (Shift F7).

2. Press F10 to Quit:
   a. Press S for "Save & continue."
   b. Notice the light goes on in Drive B as the current version is being saved.
   c. After this version is saved, you are returned to the document with the cursor reappearing where you left it.

Block Save/Append

(B = Block Sv/Append)

1. Use this to save a section of the document as a separate document.

2. Mark block:
   a. Press the Home key to put the cursor at the top of the document.
   b. Press Alt F9 several times until a block is marked.

3. Press F10 to Quit:
   a. Press B for Block Sv/Append.
   b. MindReader will ask for name of document.
   c. Type b:Class2 and press Enter.
   d. Notice the light go on in Drive B as the "class2" document is saved.
   e. You will still be in "Class1."
   f. Press F10 to Quit from "Classl."
   g. Press N for No, Discard.
Rename the Document

(R = Rename Document)

1. Bring up the document entitled "Class2" just created.

2. The rename command can be used to:
   a. Save the document under a new name (Example: Class3).
   b. Save the document to a different drive (Example: Drive C).

3. Press F10 to Quit:
   b. *MindReader* will ask for the name of document.
   c. Type b:rename.
   d. Notice the light on in Drive B as "Rename" document is created.

4. Check the document:
   a. Bring up the document entitled "Rename" just created.
   b. Notice it is identical to "Class2."

Include Document

(I = Include Document)

1. While in the "Rename" document, you will merge the document entitled "Class1" at the end of "Rename."

2. Press the End key to put the cursor at end of the document.

3. Press the Enter key twice.

4. Press F10 to Quit:
   a. Press I to Include the document.
   b. *MindReader* will ask you to specify which document.
   c. Type b:class1 and Press Enter.
   d. Use the Up Arrow Key to view the entire document.

Encoding and Decoding

(E = Encode, D = Decode)

The **Encode command allows** you to put a document into coded form so others cannot read it.

1. Press F10 to Quit:
   a. Press E for Encode.
   b. *MindReader* will ask you to enter a code word.
   c. Choose the word carefully so you will remember it.
   d. Type the Code Word (5-10 characters) and press Enter.
   e. Confirm the Code Word by retyping it and press Enter.
   f. Document will be encoded.
2. Press F10 to Quit.

3. Press Y for Yes, Save.

4. Check the document:
   a. Bring up the document entitled "Rename".
   b. It will be in code.

5. Decoding a document:
   a. Press F10 to Quit.
   b. Type your Code Word and press Enter.
   c. Retype your Code Word and press Enter.
   d. The document will be decoded.

Deleting a Document

Use this command to remove a document from your disk permanently.

1. At the Main Menu, press 5 for Delete Document. **MindReader** produces a warning sound and flashes the word "Delete" at the top of the screen.

2. **MindReader** will offer a list of documents on the drive you have been working on (Drive B in this case).

3. Use the Down Arrow key to highlight a document entitled "Classl" and press Enter.

4. **MindReader** presents a box listing the name of the document you indicated and offers the following choices:
   a. Press D for Delete.
   b. Press N for No if you choose not to delete after all.

5. At Main Menu, press 2 for Revise Old Document. Notice "Classl" is no longer listed on Drive B.

6. Repeat the steps under "B" to delete documents entitled "Classl" and "Rename."
Middle Row Commands:
Add Word (Shift Fl) and Phrase (Shift F2)

Add Word (Shift Fl)

1. General background:
   a. Use this to add *single words* to your dictionary.
   b. The words you add will be stored on the Program Disk.
   c. Words added in this manner will appear in the pop-up window of WordComplete.

2. Adding a single word:
   a. Type the word you want to add to the dictionary.
   b. Put the cursor in the space immediately after the word.
   c. Press Shift Fl (a combination of two keys).

3. Checking:
   a. Begin typing the word you have just added to the dictionary.
   b. After 3-4 letters, it should appear in the pop-up window.
   c. Press the character corresponding to it in the pop-up window and the word will be completed for you.

Phrase (Shift F2)

1. General background - 2 main purposes:
   a. Add phrase:
      a. This is similar to the Add Word command above, but allows you to add a phrase of two or more words to dictionary.
   b. Delete word/phrase:
      a. This is used for deleting either single words or phrases from the dictionary.

2. Adding a phrase:
   a. Type the phrase you want to add.
   b. Put the cursor on the space immediately following this phrase.
   c. Press Shift F2 (a combination of 2 keys).
   d. *MindReader* will ask: How many words in phrase?
      a. Type the number of words and press Enter.
   e. *MindReader* will then present these choices in a box:
      a. Press A to Add entry to Dictionary.
      b. Entry will be added to the Dictionary on the Program Disk.
3. Deleting a word/phrase:
   a. Type the word/phrase you want to delete.
   b. Put the cursor on the space immediately following this entry.
   c. Press Shift F2.
   
   **d. MindReader** will ask: How many words in phrase?
   a. Type the number of words and press Enter.
   
   **e. MindReader** will then present these choices in a box:
   a. Press D to Delete the entry from the Dictionary.
   b. Entry will be deleted from the Program Disk.
Middle Row Commands:
In-Class Activity: Add Word (Shift F1) and Phrase (Shift F2)

Add Word (Shift F1):
Add the following single words to your dictionary:
   a. TurboLightning
   b. Your home town
   c. Roadrunner
   d. Textbook

Phrase (Shift F2):
Add the following phrases to your dictionary:
   b. Your College
   c. Disabled Student Programs and Services
   d. Name, Assignment, Due date

Delete the following words from your dictionary:
   a. Roadrunner
   b. Textbook
Middle Row Commands: Search (Shift F3)

Background

A. *MindReader* will look through a document for a word/phrase and change it to a different word/phrase.
   1. NOTE: *MindReader* will look for a string of letters; it may find your word as part of a larger word.

B. Several options are available. Press the first letter of the option you want:
   1. S = Search Word: Then type the word you want *MindReader* to find.
   2. R = Replace Word: Then type the word you want *MindReader* to substitute.
   3. I = Ignore Case: Press "I" after you have entered Search Word or Replace Word if you want *MindReader* to find all cases of this word, whether upper or lower case.
   4. G = Global S/R: Press "G" after entering Search Word or Replace Word if you want *MindReader* to search and replace all occurrences of the target word throughout your document.

Steps

A. Press Shift F3 to bring up the Search Menu. Pressing ";" will bring up the help screen which will explain all of the options of this menu.

B. Press S for Search Word and type the word you want *MindReader* to find.

C. Press R for Replace Word and type the word you want *MindReader* to substitute.
   Additional options:
   1. Press I for Ignore Case if you want both upper and lower case versions of your word found.
   2. Press G for Global Search/Replace if you want your word searched and replaced throughout the document.

D. Press Ctrl S to begin a search if you want to find your target word one at a time.
   a. Press Ctrl S to substitute.
   b. Press Right Arrow key if you want to skip this occurrence.
   c. Press Ctrl S to find the next occurrence of your word.
   d. Press Ctrl S to substitute.
   e. Continue to press Ctrl S in this manner until you have found and replaced in all occurrences you want.
Middle Row Commands:  
Insert Line (Shift F4), Delete Line (Shift F5) and  
Oops! (Shift F9)

Insert Line (Shift F4)

A. Background:
   1. Inserts a blank line into your text.  
   2. The blank line will be put in **above** the line your cursor is on.

B. Steps:  
   1. Put the cursor on the line below where you want a blank line inserted.  
   2. Hold down the Shift key and tap the F4 key; then release both keys.  
   3. To insert several lines, continue to hold down the Shift key and F4 key  
      until you have added the desired number of lines.

Delete Line (Shift F5)

A. Background:  
   1. Deletes the line your cursor is on.  
   2. The cursor can be anywhere on this line; it doesn't have to be at the  
      left margin.

B. Steps:  
   1. Put the cursor on the line you want to delete.  
   2. Hold down the Shift key and tap the F5 key; then release both keys.  
   3. To delete several lines, continue to hold down the Shift key and F5 key  
      until you have deleted the desired number of lines. **CAUTION: THIS**  
      **DELETES SEVERAL LINES RAPIDLY.**

Oops! (Shift F9)

A. Background:  
   1. Restores the text you have accidentally deleted by using either the  
      Delete Word (F6) or Delete Line (Shift F5) command.  
   2. Restores only the last word or the last line deleted.  

B. Steps:  
   1. After you have deleted a word or line accidentally, press Shift F9.  
   2. **Oops!** key still works even if you have typed additional text.
Middle Row Command:
In-Class Activity: Insert Line, Delete Line, and Oops!

1. Bring up the document entitled "WHEELS.DOC" from Drive C.

2. Add a single blank line:
   a. Place the cursor on Line 1.
   b. Press Shift F4 to add one blank line.
   c. Add blank lines between all paragraphs by placing the cursor on the first line of each paragraph and pressing Shift F4.

3. Add several blank lines:
   a. Place the cursor on line 1.
   b. Press the Shift key and hold down the F4 key until you have added 4-5 blank lines.

4. Delete single lines:
   a. Place the cursor on the first line of Paragraph 2.
   b. Press the Shift F5 to delete this first line.

5. Delete several lines:
   a. Place the cursor on Line 1.
   b. Press the Shift key and hold down the F5 key until you have deleted the entire first paragraph.

6. Restore deleted lines:
   a. Press Oops! (Shift F9) to restore the last line deleted.

7. Quit but DO NOT SAVE the current version of this document.
**Middle Row Commands:**

**Calendar (Shift F6) and Math (Shift F8)**

**Desktop Accessories**

**Calendar (Shift F6)**

1. Shows one month at a time. Adjust the day/month/year as follows:
   a. Right arrow: Move marker ahead 1 day at a time
   b. Left arrow: Move marker back 1 day at a time
   c. Up arrow: Go back 1 month at a time
   d. Down arrow: Go ahead 1 month at a time
   e. Page up: Go back 1 year at a time
   f. Page down: Go ahead 1 year at a time

2. Setting a date:
   a. Once you have adjusted the calendar, pressing Enter will set the date and return you to your document.
   b. If you then use the Rolodex for beginning of a letter, this date will appear at the top.

**Math (Shift F8)**

This accessory works like a calculator. As you enter the Math menu, you can press the "Num Lock" key to convert the arrow keys to a number keypad, making it similar to the keys on a calculator.

1. To make calculations, Press the Shift and F8 keys. Use the following keys for calculations:
   a. + = addition
   b. - = subtraction
   c. * = multiplication
   d. / = division

2. Procedure:
   a. Type the first number you are working with and press the appropriate mathematical symbol for addition, subtraction, etc.
   b. Type the second number and press Enter.

3. Additional functions:
   a. Press "M" to Move Result to Doc. This will transfer the result to your text, entering it at the current cursor position.
   b. Press "P" for Percentage to calculate a percentage.
   c. Press "C" for Clear to clear the calculator.
   d. Press "S" for Store to save the result for later use.
   e. Press "R" for Recall to bring back the result you have previously stored.
Middle Row Commands:
Signature Block (Shift F7)

Using the Signature Block
A. At the Main Menu, press "1" to Create New Document.

B. With the cursor at the left margin, press Shift F7 to see MindReader's sample signature block. NOTE: The cursor must be flush with the left margin before using the Signature command.

C. Exit the document and return to the Main menu.

Creating a New Signature Block
A. At the Main Menu, press "3" for Glossary Update.

B. Press the Down Arrow key once to see an explanation for changing a signature block.

C. Press the Down Arrow key until you see a list of Glossary entries.

D. Use the Pg Dn key to move through the lines until you get to St (You will press Pg Dn approximately 10 times.)

E. At St carefully change the name to your own.

F. Use the Delete Line command (Shift F5) to delete the remaining lines of the MindReader sample signature block.

G. Quit via F10 and press "Y" for "Yes, Save." NOTE: This change will be saved to your program disk in Drive A.

H. Check to make sure the new signature is accurate:
   1. At the Main Menu, press "1" to Create New Document.
   2. With the cursor at the left margin, press Shift F7 for Signature.
   3. The Signature block will appear with your signature.
Middle Row Commands: Information (Shift F10)

Information (Shift F10)

Provides the following information related to your document.

A. **Lines:**
   1. Shows the number of lines allocated for this document.
   3. Maximum number of lines per document = 1200.

B. **Free Space:**
   1. Amount of space still available for writing.
   2. Expressed in bytes of memory.

C. **Keystrokes/Characters/Reduction:**
   1. Shows the number of keystrokes you have made and the total number of characters in this document.
   2. The reduction figure indicates how effectively you are using WordComplete and other keystroke-saving commands such as Glossary, -Ing, Plurals, etc.
   3. It is calculated by dividing the total number of characters by the number of keystrokes.

D. **Speed:**
   1. Shows your typing speed in words per minute.
   2. This is calculated from time you began writing the document until the time you entered Info (Shift F10).

E. **Document Size:**
   1. Shows the size of the document.
   2. Expressed in bytes of memory.
   3. As you increase document length, *MindReader* will increase the document size in round figures (multiples of 1K).
   4. NOTE: As the document size increases, free space decreases.

F. **Word count:**
   1. Shows the total number of words in your document.
   2. This is an approximate tally; *MindReader* counts all the characters and divides by 6.
   3. This can be helpful when you need to write a paper of a given length - e.g., 2000 words.
Middle Row Commands: In-Class Activity: Shift F6, F7, F8 & F10

(Calendar, Signature, Math and Information)

1. At the Main Menu, press "1" to Create New Document.

2. Use the Calendar (Shift F6) to change date to: February 5, 1990.
   a. Press Enter to set the date.

3. Use the Rolodex and select any entry for date, name & address block and salutation.
   a. Notice the date is February 5, 1990.

4. Paragraph 1:
   a. I plan to earn $_____ this week.
      (1) To fill in the 'blank, enter Math (Shift F8) and calculate 42.5 (hours) x 2.50 (wage per hour).
      (2) Press "M" to Move Result to Doc.
      (3) Finish the above sentence.
   b. This is $_______ less than last week.
      (1) To fill in the blank, enter Math (Shift F8) and calculate $200.00 - $106.25.
      (2) Press "M" to Move Result to Doc.
      (3) Finish the above sentence.

5. Paragraph 2:
   Use the Glossary to enter the following sentence: "I look forward..."

6. Enter your personal signature (Shift F7).

7. Use the Information window (Shift F10) to see following information:
   a. Number of keystrokes
   b. Number of characters
   c. Reduction factor
   d. Speed
   e. Word count
Bottom Row Commands:
Underline (Alt Fl) and Boldface (Alt F2)

Underline (Alt Fl)

A. Background:
   1. To underline in MindReader, you need both the beginning and ending underline markers.
   2. These markers are represented by small filled-in squares.
   3. Everything between these two markers will be underlined when you print your document.
   4. Spaces between words are not underlined.

B. Steps:
   1. Use the Arrow keys to put the cursor on the first letter of what you want to underline.
   2. Press Alt Fl.
   3. Use the arrow keys to move the cursor to the space following the last letter of what you want to underline.
   4. Press Alt Fl.
   5. Check to make sure everything you want underlined is between the two underline markers.

Boldface (Alt F2)

A. Background:
   1. When something is printed in boldface, the print head actually goes over it three times, making it very dark.
   2. This is used to highlight or emphasize certain words or sentences.
   3. To boldface in MindReader, you need both the beginning and ending boldface markers.
   4. These markers are represented by small face symbols.
   5. Everything between these two markers will be put in boldface when you print your document.

B. Steps:
   1. Use the Arrow keys to put the cursor directly on the first letter of what you want to put in boldface.
   2. Press Alt F2.
   3. Use the Arrow keys to move the cursor to the space following the last letter of what you want to put in boldface.
   4. Press Alt F2.
   5. Check to make sure everything you want to have in boldface is between the two boldface markers.
Bottom Row Commands:
Push (Alt F3) and Center (Alt F4)

Push (Alt F3)

A. Background:
1. Use this command to move text toward the right.
2. This works for the line the cursor is currently on.
   a. If the cursor is located in the middle of text, all text to the right of
      the cursor, including the character the cursor is on, will be
      pushed to the right.
3. You will not be able to push the text beyond the right margin.

B. Steps:
1. Use the Arrow keys to move the cursor on or in front of the first letter
   of what you want to push to the right.
2. Hold down the Alternate key and press F3 until text is positioned
   where you want it.

Center (Alt F4)

A. Background:
1. Use this command to center titles, lists, names, etc.
2. The cursor can be anywhere on the line which is to be centered.

B. Steps:
1. Use the Arrow keys to place the cursor anywhere on the line you want
   to center.
3. NOTE: If you want to center a vertical list, continue to hold down the
   ALT F4 combination; MindReader will continue to move down to
   subsequent lines and center them as it goes.
Bottom Row Commands: Page Break and Header (Alt F5)

Page Break (Alt F5)

A. Background:
Page Break allows you to mark the exact place you want one page to end and next page to begin.

B. To set a Page Break:
1. Put the cursor below the line of text where you want the Page Break to occur.
2. This line of text will be last line of the current page.
3. Press Alt F5 for Page Break Menu.
5. The line of text below the Page Break marker will be first line of the next page.

Header (Alt F5)

A. Background:
1. Lets you put a title, phrase, or heading at the top of each page in your document.
2. The Header will appear in the upper left-hand corner of each page in the document.
3. Example: You might put "English 2" at top of each page of a term paper.

B. To set the Header:
1. Press the "Home" key to put the cursor at the top of the document.
2. Press Alt F5 to get the Page Break Menu.
3. Press "H" for Header.
4. Type in the name of the Header exactly the way you want it to appear at the top of each page.
Bottom Row Commands:  
Tabset (Alt F7)

Tabset (Alt F7)

A. Background:
1. Use this command for several purposes: Set/clear tabs, set Right Margin, and Block Indent.

2. NOTE: If you change the right margin after you have entered some text, use the format command of the Extra Menu (Alt F8).

B. Steps:
1. Set/clear tabs
   a. Press Alt F7 for Tabset Menu
   b. Refer to the ruler across the top of the screen
   c. Cursor position is indicated by a number in the Tabset Menu.
      Example: Tab Set/Clear 40.
   d. Cursor position is also indicated by a blinking space in the ruler.
   e. Press the 1st letter of what you want:
      A = All Clear: Clears all tabs in the document
      C = Clear: Use the arrow keys to move the cursor along the ruler to the tab setting you want to clear. Press "C" to clear that particular setting.
      T = Tab Set: Use the arrow keys to move the cursor along the ruler to the space where you want to set the tab. Press "T" to set tab at that location.
   f. Press Esc to return to the document.

2. Right Margin:
   a. Notice small arrows in the top and bottom command rows toward the right side of the screen. These indicate the current Right Margin setting.
   b. Press Alt F7 for the Tabset Menu.
   c. Use the arrow keys to move the cursor along the ruler to the space where you want to set the Right Margin.
   d. Press "R" for the Right Margin.
   e. Press Esc to return to the document.
   f. Notice that small arrows indicating the Right Margin setting have moved to reflect a new setting.
   g. NOTE: If you set the Right Margin past space 75, the text to the far right may not print on the printer.
3. Block Indent:
   a. Press Alt F7 for the Tabset Menu.
   b. Use the arrow keys to move the cursor along the ruler to the space where you want your Indent Position.
   c. Press "N" for New Indent Position and enter column/space number where you want the indent to be.
   d. Press "B" for Block Indent. This item will now be flagged to indicate that its function is turned on.
   e. To turn Block Indent function off, press "B" again; this works a toggle.
Bottom Row Commands:
In-Class Activity: Tabset (Alt F7)

1. At the Main Menu, press "1" for Write New Document.

2. Tab Set/Clear:
   a. Press Alt F7 for the Tabset Menu.
   b. C = Clear:
      Use the Arrow Keys to move the cursor to the 1st tabset position at Space 5. Press "C" to Clear that specific tab setting.
   c. A = All Clear:
      Now press "A" for All Clear. This will clear all current tab settings in the ruler.
   d. T = Tab Set:
      Use the Arrow Keys to move the cursor to Space 8. Press "T" for Tab Set to set the tab at that position.
   e. Press Esc to remove the Tabset Menu from the screen.
   f. Test the new Tabset position by pressing the Tab Key.

3. Right Margin:
   a. Press Alt F7 for Tabset Menu.
   b. MindReader default setting for Right Margin is Space 65.
   c. Change the Right Margin setting to Space 72 by moving the cursor to Space 72 and pressing "R" for Right Margin.
   d. Press Esc to remove the Tabset Menu from the screen.
   e. Notice a new position of arrows in top and bottom command rows to indicate the new Right Margin setting.

4. Press the Tab key to indent to Space 8.

5. Press F8 for the Glossary and select a total of 3 entries, one at a time, to enter text on the screen.
   a. Notice that word wrap occurs at the new margin setting indicated by small arrows in the top and bottom command rows.

6. Block Indent:
   a. Press Alt F7 for the Tabset Menu.
   b. Use the Arrow Keys to move the cursor to Space 12.
   c. Press "N" for New Indent Position; MindReader will change this value to 12.
   d. Press "B" for Block Indent. This works as a toggle; the first time you press "B" it will be turned on, and the next time you press "B" it will be turned off.
   e. When the Block Indent function is "on," it is marked by a solid rectangle with a spot.
   f. Press Esc to remove the Tabset Menu from the screen.
7. Press F8 for the Glossary again and select two more entries, one at a time, to put more text on the screen.
   a. Notice that word wrap now returns the cursor to the new Block Indent setting at Space 12.
   b. To move the cursor inside a wider blank area at the left, you would need to turn off the Block Indent function in the Tabset Menu.
Bottom Row Commands:
Diary (Alt F6)

Background
A. This command provides a 60-day diary for scheduling appointments, things to do.

B. It works like desktop calendar, showing 1 day at a time.

C. Lets you:
   1. Bring up the current date.
   2. Check your schedule.
   3. Enter your appointments, etc.

Steps
A. Press Alt F6 to bring up the Diary.

B. Going ahead in time:
   1. Press + key twice to advance one day.
      a. This will erase the entry for the day you are exiting.
   2. Press Pg Down Key to advance one day.

C. Going back in time:
   1. Press - key once to go back one day.
   2. Press Pg Up Key to go back one day.

D. Making entries:
   1. Type the information on a schedule line for a given day and press Enter.
   2. Up & Down Arrow Keys = move from line to line.
   3. Pg Up & Pg Down Keys = move from day to day.
   4. / = erases one line.

E. Printing the schedule:
   1. Press Esc to eliminate Diary commands from the screen.
   2. Press Shift & PrtSc to print the screen.

F. Exiting:
   1. Press the Esc key twice to return to the document.
Bottom Row Commands:  
Extra (Alt F8)

Use this primarily for formatting commands to change the appearance of your document. Once the Extra Menu is on the screen, press the first letter of what you want to select. The various options are as follows:

**F = Format**

Adjusts text according to the Right Margin setting and organizes text prior to printing. Always format after changing the Right Margin.

**R = Right Flush**

Makes words line up evenly along the Right Margin, just like the Left Margin. Gives a more finished appearance to the document.

**M = Marked Block**

To format a particular block of text, mark the text first using the Mark Menu (Alt F9). Then press "M" in Extra Menu.

**S = Split Screen**

Splits the screen in half so you can look at the text in one area and type new material in another area. Example: Use this to develop a table of contents as you look through text already written. This works like a toggle: to return to full screen, reenter the Extra Menu and press "S."

**D = Draw**

Lets you draw lines horizontally and vertically. Lines can be connected to form boxes or other right-angle shapes.

COMMANDS:

- Esc ............ Start/exit the Draw function
- ................ Lift/drop the pen to draw
- Space bar .. Erase
- Arrow keys Draw lines

**K = Keyboard Macros**

Lets you assign special commands to the function keys. We will not be using this option. If you have your own version of *MindReader* for use at home you can use the manual to determine how to use this option.

**T = Total Calc**

This command will total columns of figures entered according to a certain format. (We will not be learning this option; however, if you would like to learn it, refer to the *MindReader* manual.)
Bottom Row Commands:  
Mark (Alt F9) and Move (Alt F10)

Mark (Alt F9)

A. Background:
1. This command lets you mark the text you want to move or copy.
2. You mark the text one line at a time.
3. If you want to mark several lines, hold down the Alt key and then hold down F9 key until all lines are marked.
4. NOTE: In MindReader you can mark only entire lines, not parts of lines.

B. Steps:
1. Put the cursor on the first line you want to mark.
2. The cursor can be anywhere on this line.
3. Press Alt F9 to mark. The marked line will be highlighted by a cursor bar.
4. To mark several lines, continue to hold down the Alt and F9 keys until you have marked the entire block.

Move (Alt F10)

A. Background:
1. This works only on material which has been marked by the above procedure.
2. This command gives you the following options with marked material: Move, copy, right push, pull left, upper case, lower case.

B. Steps:
1. Move or Copy:
   a. Mark the line or lines using Alt F9.
   b. Use the arrow keys to move the cursor to a position just below where you want text to go.
   c. Press Alt F10 for the Move Menu.
   d. Press "M" to Move or "C" to Copy.

2. Right Push or Pull Left: This allows you to move text horizontally.
   a. Mark the line or lines using Alt F9.
   b. Use the Arrow Keys to move the cursor onto the marked line you want to move to the right or left.
   c. The cursor must be on the left margin or to the left of the material you want to move right/left.
   d. Press Alt F10 for the Move Menu.
   e. Press "R" for Right Push or "P" for Pull Left.
   f. NOTE: You will not be able to push text past the right margin.
3. Lower Case or Upper Case: This will put text in a single row or several rows into all Upper Case or Lower Case letters.
   a. Mark the line or lines you want to change using Alt F9.
   b. Use arrow keys to put the cursor onto the line you want to change to upper or lower case.
   c. Press "U" for Upper Case or "L" for Lower Case.
Bottom Row Commands:
In-Class Activity: Mark (Alt F9) and Move (Alt F10)

1. Bring up the document entitled TESTING.DOC on Drive C.

2. Move:
   a. Move Section II below Section I:
      Press Alt F9 to mark the entire Section II. NOTE: Since you are marking several lines, continue to hold down the Alt key and F9 key until the entire paragraph is marked. Use the arrow keys to move the cursor to the blank line between Sections I & III. Press Alt F10 for the Move Menu. Press "M" to Move.
   b. Move line IB below IA: Press Alt F9 to mark Line A of Section I. Use the arrow keys to move the cursor to the line above Line B. Press Alt F10 for Move Menu. Press "M" to Move.
   c. Move line IIIF below IIIE.

3. Copy: Copy Section V.
   a. Put the cursor on the first line of Section V.
   b. Press Alt F9 to mark the entire section.
   c. With the cursor on the line below the last line of Section V, Press Alt F10 for the Move Menu.
   d. Press "C" to Copy.

4. Right Push: Push Section III to the Right.
   a. Move the Cursor to the first line of Section III.
   b. Press Alt F9 to mark the entire Section III.
   c. Put the cursor flush with the left margin.
   d. Press Alt F10 for the Move Menu.
   e. Press "R" for Right Push 12 times; this will move the entire Section III 12 spaces to the right.

5. Pull Left: Pull Section III to the Left.
   a. Press "P" for Pull Left and pull Section III to the left 6 spaces.

6. Lower Case:
   a. Press Alt F9 to mark the 1st copy of Section V.
   b. Press Alt F10 for Move Menu.
   c. Press "L" for Lower Case to convert all marked text to lower case.

7. Upper Case:
   a. Press Alt F9 to mark the 2nd copy of Section V.
   b. Press Alt F10 for the Move Menu.
   c. Press "U" for Upper Case to convert all marked text to upper case.
Assignment 1: Notebook

Purchase a binder for your notebook and two blank disks.
Assignment 2:  
Lab Activity - TurboLightning

1. Bring up the document entitled "COMA.DOC" from Drive C.

2. Full-Screen Check:  
   a. Press F5 to use TurboLightning.  
   b. Select Full-Screen Check option.  
   c. Identify and write down 5 misspelled words.

3. Word Check:  
   a. Put the cursor directly on some part of each of the 5 misspelled words.  
   b. Press F5 to use TurboLightning.  
   c. Select Word Check option.  
   d. Correct each of the 5 misspelled words.

4. Thesaurus:  
   a. Put the cursor directly on each of the following words:  
      Paragraph 2: Now  
      Paragraph 2: reduce  
      Paragraph 3: silent (only on the first place it appears)  
      Paragraph 3: increase (use noun list, not verb list)  
   b. Press F5 to use TurboLightning.  
   c. Select your own choice of synonyms from the list provided.

5. Print your document:  
   a. Press F7 for Print Menu.  
   b. Press B to Begin.  
   c. Press P to Print.

6. Quit but DO NOT SAVE YOUR CHANGES:  
   a. Press F10 to Quit.  
   b. Press N for No, Discard.  
   c. Press D for Discard.
## Assignment 3:
Top Row Command Definitions

<table>
<thead>
<tr>
<th>Command</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>suffix plural (F2)</td>
<td>Adds -s or -es to words to make them plural. For example, &quot;horse&quot; becomes &quot;horses.&quot;</td>
</tr>
<tr>
<td>ing</td>
<td></td>
</tr>
<tr>
<td>past</td>
<td></td>
</tr>
<tr>
<td>spell</td>
<td></td>
</tr>
<tr>
<td>MEMORY</td>
<td></td>
</tr>
<tr>
<td>del wd</td>
<td></td>
</tr>
<tr>
<td>print glossary</td>
<td></td>
</tr>
<tr>
<td>rolodex</td>
<td></td>
</tr>
<tr>
<td>quit</td>
<td></td>
</tr>
<tr>
<td>Fl</td>
<td></td>
</tr>
<tr>
<td>F2</td>
<td></td>
</tr>
<tr>
<td>F3</td>
<td></td>
</tr>
<tr>
<td>F4</td>
<td></td>
</tr>
<tr>
<td>F5</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>F6</td>
<td></td>
</tr>
<tr>
<td>F7</td>
<td></td>
</tr>
<tr>
<td>F8</td>
<td></td>
</tr>
<tr>
<td>F9</td>
<td></td>
</tr>
<tr>
<td>F10</td>
<td></td>
</tr>
</tbody>
</table>

### Example

Plural (F2):

Adds -s or -es to words to make them plural.

For example, "horse" becomes "horses."

Your assignment should be completed and printed using a computer.
Assignment 4:
Lab Activity A - Middle Row Commands

1. Bring up document entitled "WHEELS.DOC" from Drive C.

2. INSERT A LINE (Shift F4):
   a. Insert 4 blank lines at the top of the document.
   b. Insert 2 blank lines between the last two paragraphs.

3. DELETE A LINE (Shift F5):
   a. Delete a blank line between "Hit the slopes" and the beginning of the letter.
   b. Delete a blank line between the last two paragraphs.

4. SEARCH/REPLACE (Shift F3):
   a. Replace "Hilltop" with "Valley" in all cases.
   b. Replace "I" with "we" in all cases. CAUTION: Do not have "Ignore Case" function set on.
   c. Replace "race" with "crawl" in the first occurrence only.

5. Print the document.

6. Quit BUT DO NOT SAVE CHANGES.
Assignment 5:
Lab Activity B - Middle Row Commands

1. At the Main Menu, press "1" to Create New Document.

2. Enter Calendar (Shift F6) and set date: February 5, 1990.

3. Press Enter twice.

4. Use the Rolodex to enter your personal entry with the following information:
   a. Date
   b. Name and address block
   c. Salutation

5. Paragraph 1:
   Type the following 2 sentences:
   a. I am writing to apply for the position of Student Assistant. I am available *** hours per week.
   b. To fill in the blank, enter Math (Shift F8) and calculate 2.2 x 8.5.
   c. Press "M" to Move Result to Doc.
   d. Finish the above sentence.
   e. Press Enter twice.

6. Paragraph 2:
   Use the Glossary to enter 2 sentences:
   a. Sentence 1: "Please let me know..."
   b. Sentence 2: "I look forward..."
   c. Press Enter twice.

7. With your cursor flush with left margin, enter the MindReader signature block (Shift F7).

8. Print this letter TWICE using the following settings:
   a. Left margin = 15
   b. Left margin = 5

9. You do not need to save this document on your disk:
   a. If you choose to save it, press F10 to Quit.
   b. Press Y for Yes, Save.
   c. Enter filename b:assign5 and press Enter.
   d. The document will be saved on your data disk in Drive B.
Assignment 6:
Middle Row Command Definitions

<table>
<thead>
<tr>
<th>Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add WD</td>
<td>Add a single word to your dictionary.</td>
</tr>
<tr>
<td>Phrase Search</td>
<td>Find phrases matching your search term.</td>
</tr>
<tr>
<td>Ins In Del In</td>
<td>Insert, delete, and inverse for text.</td>
</tr>
<tr>
<td>Shift</td>
<td>Toggle case sensitivity.</td>
</tr>
<tr>
<td>Calndr</td>
<td>Access your calendar.</td>
</tr>
<tr>
<td>Signtr</td>
<td>Sign a note.</td>
</tr>
<tr>
<td>Math</td>
<td>Perform mathematical calculations.</td>
</tr>
<tr>
<td>Oops! Info</td>
<td>Show error message and informational notes.</td>
</tr>
<tr>
<td>Alt</td>
<td>Additional actions.</td>
</tr>
<tr>
<td>Diary</td>
<td>Access your diary.</td>
</tr>
<tr>
<td>Tabset Extra Mark Move</td>
<td></td>
</tr>
</tbody>
</table>
Assignment 7:  
Lab Activity - Bottom Row Commands

1. Bring up document entitled "Richdunn" from Drive C.

2. Paragraph 1: Boldface -  
   Put the following phrases in boldface:  
   b. "There is always more to be done"

3. Paragraph 2: Underline -  
   Underline the following words/phrases:  
   a. "Independence"  
   b. "The ability to do something independently increases a student’s self-esteem and offers a feeling of control."

4. Paragraph 3: Underline & Boldface in combination -  
   Underline and put in boldface the following phrases:  
   a. "Please don't let Rich Dunn catch you staring out for long periods of time."
   b. "BE HERE NOW"

5. List of "memorable Dunnisms:" Push & Center  
   a. Push the first 3 items in this list until they are flush with the right margin.  
   b. Center the last 3 items in this list.

6. Print your document.

7. Quit BUT DO NOT SAVE this version of document.
Assignment 8:
Bottom Row Command Definitions

Printed above is the Mindreader screen containing **3 rows of commands. List the 10 commands in the bottom command row**, and provide clear, concise definitions of what each command does.

**Example:**

Underline (Alt F1):
Use this to underline words or longer text in your document. You always need 2 markers: a beginning and ending marker.

Your assignment should be completed and printed using a computer.

Please single space this document, but put a double space between each definition.