

From the Teacher:

Teacher Name: Harper
Name of Class: Computer Literacy
Period: 2-6

Office Hours
M-F 10:00 am to 12:00 pm
eharper@tusd.net or text at 209-639-2832

To make it easier for all of us, all your assignments are on this sheet
You can search on your phone or your parents' phone and hand write the assignments.
As you finish an assignment you may email them to me at eharper@tusd.net or text me
at 209-639-2832. You can take a picture with a phone and still email me or turn them in on the due date.
This won't work if you don't understand to me...reach out and ask your questions!

Assignment #	Assignment	Due Date
1	Day Trip to Monterey	May 8
2	Computer Literacy What do you remember?	May 8
4	Day Trip to Six Flags Vallejo	May 15
	After taking this class, what three things will you use most. What three things will you use in the future. Give me a paragraph for each.	May 15

Each question is meant to cause you to think. To contemplate what you have done and learned in the CTE (Career and Technical Education) class or classes you have taken or why. CTE classes are meant to prepare you for the future. We have prepared you for a career, for college, for your life. Think about all these things as you tackle these questions.

Use the Day Trip Sheets as you guide to the PowerPoint

Answer the opinion questions to the best of your abilities. The topic is all your opinion. Just as in life the only way you can fail these assignments is if you don't try.

Use complete sentences. Do not use abbreviation as if you were texting me, "kk", "i"
Use correct spelling and punctuation. A paragraph is 5 sentences.

Monterey Bay Aquarium

Your day trip will be to:	Monterey Bay Aquarium
How far is it from your house to your destination and back? Don't forget to go home!!	
If your car gets 20 mpg, how much gas did you use for the entire trip? miles divided by mpg	
Look up the price of gas on the Internet. How much did the gas cost for the entire trip? Gas used times cost of gas per gallon	
Did you have to go over any bridges on the way to Monterey Bay Aquarium? If you did, how much was the toll?	
How much is parking at Monterey Bay Aquarium?	
How much is a student ticket at Monterey Bay Aquarium?	
How much is lunch at the Aquarium. You eat at The Restuarant Slow-Braised Short Ribs, cauliflower purée, sugared carrots, cranberry gastrique, parsnip chips Boylan's Soda to drink	
You bought some souvenirs and gifts for your friends and family. What did you buy and how much was the purchase? Use the items to order by phone link.	
On the way home, you decide to have a nice dinner. Ensenada golden fried tilapia, prawns, oyster, calamari THE FISHWIFE SEAFOOD CAFE 789 TRINITY AVENUE at FREMONT SEASIDE, CA 93955	
What was total cost of your Day Trip to Monterey Bay Aquarium?	
Login to the student portal... Id#@student.tusd.net The password is the same as you used to get into the computer in class. Problems—email me at eharper@tusd.net Create a PowerPoint with the answers to your trip, Must have at least 6 slides. Use pictures of what you saw and did on your Trip	

Computer Literacy What do you remember?

True/False

Indicate whether the statement is true or false.

- ___ 1. You should always strike the keys with a strong, powerful motion.
- ___ 2. Space twice after a period at the end of a sentence.
- ___ 3. When you key, you should reach up without moving your hands away from your body.
- ___ 4. Your fingers should lift slightly off of the home keys when you strike the Space Bar.
- ___ 5. You do not need to keep your fingers on the home keys when you are keying figures.
- ___ 6. Paragraphs are indented in letters arranged in block format.
- ___ 7. The greeting in a letter, such as *Dear Ms. Stiles*, is called the salutation.
- ___ 8. The letter body (message) should begin a QS below the greeting.
- ___ 9. You should leave a QS above and below the complementary close in a personal-business letter.
- ___ 10. Reference initials are not necessary in a personal-business letter if the writer (originator) of the message also keyed the letter.
- ___ 11. *MLA Test* stands for Modern Language Association Test style that is often used to document and format students' papers.
- ___ 12. A *Header* of an MLA report contains the student's full name and the page number.
- ___ 13. The *Heading* of an MLA report includes the student name, instructor name, the class, and the date.
- ___ 14. In the *Works Cited* section of an MLA report, 2 spaces follow each period.
- ___ 15. **All** of the MLA report is double-spaced.
- ___ 16. A *hanging indent* occurs when you **tab** the second line of a reference in works cited.
- ___ 17. You must always key the entire reference in Works Cited **before** you press the enter key.
- ___ 18. The *Works Cited* section of an MLA report is single spaced.
- ___ 19. Margins in an MLA report are always 1".

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- ___ 20. Which of the following are the home keys?
- a. asdf jkl;
 - b. qwerty
 - c. asdf jkl;
 - d. asdfg hjkl;
- ___ 21. Which finger do you use to strike the ENTER key?
- a. left little finger
 - b. right little finger
 - c. right thumb
 - d. left thumb
- ___ 22. Which of the following is NOT a proper keyboarding technique?
- a. fingers deeply curved
 - b. down-and-in spacing
 - c. hands/arms steady
 - d. eyes on keyboard as you key
- ___ 23. Which of the following contains a *transposed* letter?
- a. sentenec
 - b. sentnce
 - c. Sentence
 - d. sent ence
- ___ 24. Which of the following is the “at” sign?
- a. &
 - b. @
 - c. *
 - d. #
- ___ 25. Letters arranged in block format
- a. do not include a salutation.
 - b. have all parts of the letter beginning at the left margin.
 - c. have justified line endings.
 - d. all of the above.
- ___ 26. Which of the following are the correct margins for a personal-business letter?
- a. side margin: 1"; top and bottom margins: 2"
 - b. side margin: 2"; top margin: 1"; bottom margin: 1"
 - c. side margin: 1"; top margin: 2"; bottom margin: 1"
 - d. side, top, and bottom margins: 1"
- ___ 27. Which of the following is an example of a properly written salutation in the block letter format?
- a. Dear Alan
 - b. Dear Mr. Lopez:
 - c. Dear Marcia,
 - d. DEAR YOKO
- ___ 28. Paragraphs in the body of a letter in block format should be keyed
- a. DS with a DS between them.
 - b. SS with a DS between them.
 - c. DS with a QS between them.
 - d. SS with no space between them; be sure to indent the paragraphs.
- ___ 29. A(n) ___ is written by an individual to deal with business of a personal nature.
- a. memo
 - b. business letter
 - c. personal business letter
 - d. email

- ___ 30. When keying an MLA report, the *heading*
- a. can be in any order
 - b. is the same as a header
 - c. is aligned to the right justification
 - d. is the student name, instructor name, class, and date.
- ___ 31. When another document is paper-clipped or stapled to the memo, the following must be keyed on the memo:
- a. TO
 - b. Reference Initials
 - c. Enclosure
 - d. Attachment
- ___ 32. Which of the following are correct reference initials for Jordan Cox?
- a. jc
 - b. JC
 - c. j.c.
 - d. J.C.
- ___ 33. The spacing between paragraphs in a memo is:
- a. Single Space
 - b. Double Space
 - c. Quadruple Space
 - d. Either single or double space
- ___ 34. Reference initials are keyed:
- a. Single space after Attachment
 - b. Double space after the memo body
 - c. Single space after the memo body
 - d. Double space after Attachment or Enclosure
- ___ 35. Reference initials are keyed in:
- a. Lowercase letters
 - b. All Capital Letters
 - c. Initial Caps
 - d. With periods between the initials
- ___ 36. Memo headings are keyed in:
- a. Lowercase letters
 - b. All Capital Letters
 - c. Initial Caps
 - d. Title Case
- ___ 37. A memorandum is used to communicate
- a. Between two different businesses
 - b. Between employees in the same business
 - c. Between a person and a business
 - d. Between two people in different businesses
- ___ 38. The _____ key is used to align the memo heading information.
- a. Backspace
 - b. Tab
 - c. Space bar
 - d. Enter
- ___ 39. The spacing within paragraphs in a memo is:
- a. Single Space
 - b. Double Space
 - c. Quadruple Space
 - d. Either single or double space
- ___ 40. Memo headings are followed by a:
- a. Semicolon
 - b. Period
 - c. Colon
 - d. Hyphen

Six Flags Discovery Kingdom

Your next trip will be to:	Six Flags Discovery Kingdom
How far is it from your house to your destination and back? Don't forget to go home!!	
If your car gets 20 mpg, how much gas did you use for the entire trip? miles divided by mpg	
Look up the price of gas on the Internet. How much did the gas cost for the entire trip? Gas used times cost of gas per gallon	
Did you have to go over any bridges on the way to Six Flags Discovery Kingdom? If you did, how much was the toll?	
How much is parking at Six Flags Discovery Kingdom?	
How much is a ticket at Six Flags Discovery Kingdom?	
Along with your ticket above, buy the One Day Dining Deal.	
You decide to have lunch to use your Dining Deal. Which restaurant did you eat at? What did you have to eat?	
You bought some souvenirs and gifts for your friends and family. Budget \$100.00 for these items	100.00
You decide to eat dinner outside the park. Using Yelp find a "nice" restaurant with high ratings in Vacaville. Where did you eat? Choose a menu item for dinner. What did you have for dinner? How much was it?	
What was total cost of your Day Trip to Six Flags Discovery Kingdom?	
Login to the student portal... Id#@student.tusd.net The password is the same as you used to get into the computer in class. Problems—email me at eharper@tusd.net Create a PowerPoint with the answers to your trip, Must have at least 6 slides. Use pictures of what you saw and did on your Trip.	

Six Flags Discovery Kingdom