MicroPace 3

MICROPACE 3 WITH SKILL-BUILDING LESSONS is a new software program designed to improve students’ keyboarding skills: speed and accuracy. This version offers several enhancements for an even more successful--and fun--classroom experience.

MicroPace 3 is designed for students who have learned to key by touch and who now want to increase their skill and become champion typist.

The comprehensive program includes 60 lessons of instructions as well as self-paced writings, drill practice, timed writings with error diagnostics, games for building skill, and a word processor. Progress is also measured on timed writings selected from several leading keyboarding texts.

The Main menu provides the primary navigation. It includes tabs for selecting Lessons, Timed Writings, Paced Writings, and on your own.
MicroPace 3 contains 60 lessons in total. Each lesson is broken down into a number of modules. These modules differ depending on whether the lesson is a Speed lesson, Accuracy, or Assessment lesson.

1. **SPEED LESSONS:**
   MicroPace 3 with Skill-Building Lessons contains 30 Speed lessons and each lesson is split up into the following elements:

<table>
<thead>
<tr>
<th>Lesson 1 Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warmup</td>
</tr>
</tbody>
</table>

### 1.1 WARMUP
The Warm-up activity provides the opportunity to practice your keyboarding skills prior to learning new keys. Key each drill line once for practice and a second time for speed. The program shows your speed in gwam after the second attempt. You must key each line at an acceptable accuracy rate; otherwise, the program indicates that there are too many errors and requires you to repeat the line.

### 2.1 TECHNIQUE BUILDER
Technique Builder helps you to practice common letter pairs, called digraphs, to increase your typing speed. You have to key words containing the digraphs first and then sentences featuring the digraphs.

### 3.1 LISTEN AND KEY
The Listen and Key feature allows you to complete dictation drills and rhythm practice. In the Listen and Key exercise you need to key audible words and phrases as they are dictated to you.

### 4.1 SPEED SPRINTS
The Speed Sprints feature allows you to practice keyboarding skills at increasing speeds on repeated copy. You will begin by keying a drill line for 15” to establish a goal. You will then key the same line for three 20-second sprints, trying to meet the goal gwam.

### 5.1 1’ SPEED WRITING
The 1’ Speed Writing feature requires you to type for one minute to establish a base gwam. You will then key three additional one-minute timings, trying to increase your gwam by 4.

### 6.1 SUSTAINED WRITING
The Sustained Writings feature allows you to develop keyboarding stamina over sustained time periods. In this exercise, you are required to key two-paragraph source copy for two-minute period with short breaks between attempts to establish a goal. You will then key for 3-minutes, trying to meet your goal gwam.

### 7.1 GUESS IT
The Guess It game helps you to improve your speed of keying. The goal of the game is to earn guesses by keying in the drill lines in order to solve the puzzle.
2. **ACCURACY LESSONS:**

MicroPace 3 with Skill-Building Lessons contains 24 Accuracy lessons and each lesson is split up into the following elements:

<table>
<thead>
<tr>
<th>Lesson 6 Accuracy</th>
<th>Warmup</th>
<th>Technique Builder</th>
<th>Accuracy Builder</th>
<th>Accuracy Writing</th>
<th>Sustained Writing</th>
<th>Game</th>
<th>Lesson Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td><img src="image.png" alt="Image" /></td>
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<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

**1.1 WARMUP**

The Warm-up activity provides the opportunity to practice your keyboarding skills prior to learning new keys. Key each drill line once for practice and a second time for speed. The program shows your speed in gwam after the second attempt. You must key each line at an acceptable accuracy rate; otherwise, the program indicates that there are too many errors and requires you to repeat the line.

**2.1 TECHNIQUE BUILDER**

The Technique Builder requires you to key drill lines with 1 or no errors. At the end of the exercise, the program will report the gwam rate and number of errors you made. If you progress well through the exercise, the Technique Builder challenges you to key faster with accuracy. If there are more errors in the sentence you keyed, the program presents drill lines that allow you to practice digraphs.

**3.1 ACCURACY BUILDER**

Accuracy Builder provides practice for improving control on repeated copy. To improve your control, you have to key a one-line sentence for 30 seconds. Key the sentence at a brisk pace (not your fastest speed) while making no more than two errors. When the time has elapsed, MicroPace 3 with Skill Building Lessons displays your speed, identifies the number of errors, and highlights the errors. One of the important features of Accuracy Builder is that the BACKSPACE is not allowed.

**4.1 1' ACCURACY WRITINGS**

The 1' Accuracy Writing feature provides practice for improving control on longer copy. Key each new paragraph at a brisk pace (not your fastest speed) while making no more than three uncorrected errors. When the time has elapsed or if you finish the paragraph, MicroPace 3 with Skill-Building Lessons displays your speed—gwam and cwam—identifies the number of errors, and highlights the errors.

**5.1 SUSTAINED WRITING**

The accuracy Sustained Writings feature is similar to that of the speed sustained writing. The only difference is the presence of Diagnostics in case of the accuracy sustained writing. In this exercise, you are required to key two-paragraph source copy for two-minute period with short breaks between attempts. You will then try to maintain your goals for three minutes.

**6.1 JUMP ONE**

Jump One is a traditional board game. The objective of the game is to jump over a ball to the empty space to remove that ball. Success is based on the number of balls left on the board. The lower the number of balls on the board, the better you did. You can select one of the following shapes for your board Pyramid, Cross, Diamond, and Hexagon.
3. **ASSESSMENT LESSONS**

MicroPace 3 with Skill-Building Lessons contains 6 Assessment lessons and each lesson is split up into the following elements:

<table>
<thead>
<tr>
<th>Lesson 10 Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warmup</td>
</tr>
<tr>
<td>Accuracy Builder</td>
</tr>
<tr>
<td>Timed Writing</td>
</tr>
<tr>
<td>Paced Writing</td>
</tr>
<tr>
<td>Lesson Report</td>
</tr>
</tbody>
</table>

**1.1 WARMUP**

The Warmup provides the opportunity to practice your keyboarding skills prior to learning new keys. Key each drill line once for practice and a second time for speed. The program shows your speed in gwam after the second attempt. You must key each line at an acceptable accuracy rate; otherwise, the program indicates that there are too many errors and requires you to repeat the line.

**2.1 ACCURACY BUILDER**

Accuracy Builder provides practice for improving control on repeated copy. To improve your control, you have to key a one-line sentence for 30 seconds. Key the sentence at a brisk pace (not your fastest speed) while making no more than two errors. When the time has elapsed, MicroPace 3 with Skill-Building Lessons displays your speed, identifies the number of errors, and highlights the errors.

**3.1 TIMED WRITINGS**

The assessment timed writing is similar to that of Timed Writing. The only difference is that you are not allowed to choose the Timed Writing in assessment timed writing. You have to choose only the length of the timing and the text option. You will take the same Timed Writing twice.

**4.1 PACED WRITING**

The assessment paced writing is similar to that of the Paced Writings module. You progress sequentially through the Paced Writings, with your goals building based on your earlier work. Therefore, MicroPace 3 with Skill-Building Lessons always remembers where you are in the Paced Writings, whether you access them through a lesson or from the Paced Writings tab.
Certificate of Proficiency
Century 21 Computer Keyboarding, 9th Edition

This certifies that ___________________________ has demonstrated proficiency in Keyboarding, Formatting, and Word Processing. This student has demonstrated a keying speed of _____ words a minute, with _____% accuracy.

Formatting Documents
Memo
E-mail
Unbound Report
Personal-Business Letter
Table

___ Bound Report

___ Business Letter
Borders
Shading
Page Numbers
Macros

Inserting and Modifying Text
Insert and Typeover
Select, Cut, Copy, and Paste
Underline, Italic, and Bold
Alignment: Left, Center, Right
Center Page

___ Undo and Redo

___ Hyphenation
Speller

___ View and Zoom

___ Hard Page Break
Tabs

___ Envelopes

Creating and Modifying Paragraphs
___ Margins
___ Line Spacing
___ Widow/Orphan
___ Indentation

In Testimony thereof, this certificate is awarded on this_________ day of _____________. 2 _____ .

______________________________          ______________________________
Administrator                                      Instructor

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