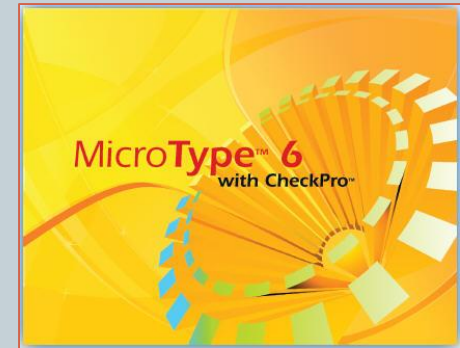
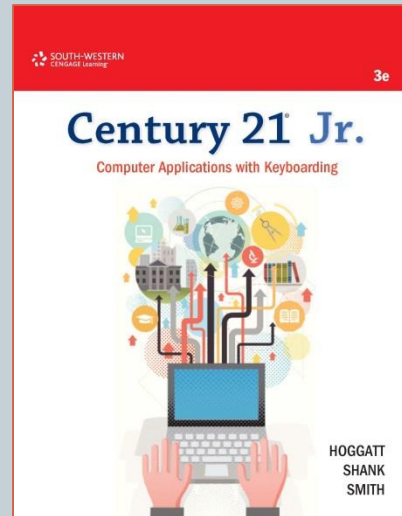
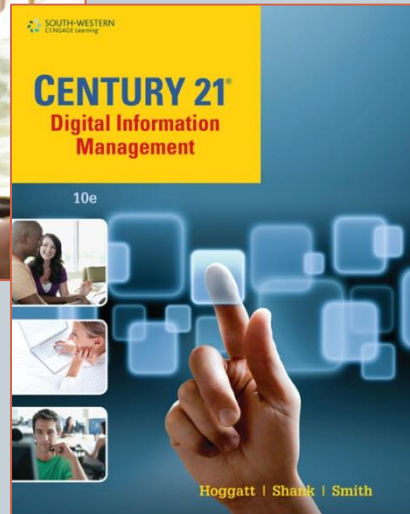
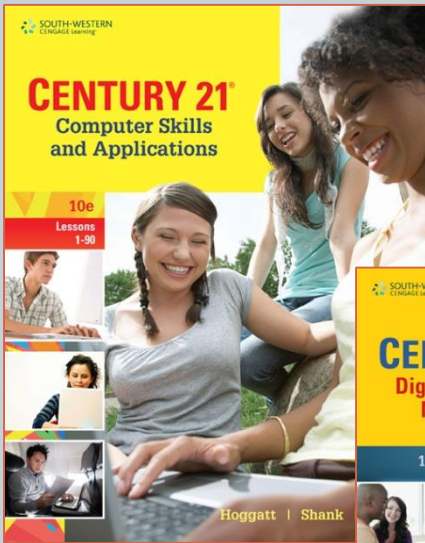


# Get Ready for New Editions!



- Check out these new editions featuring Microsoft Office 2013!

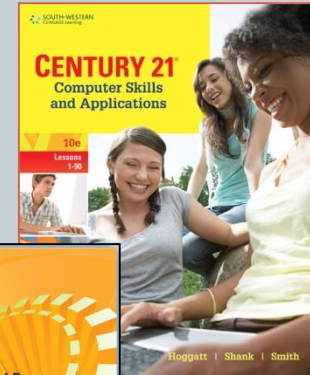
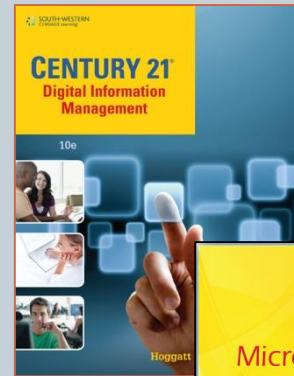


# Key Info



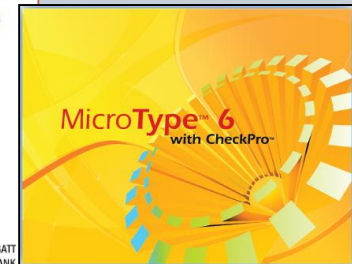
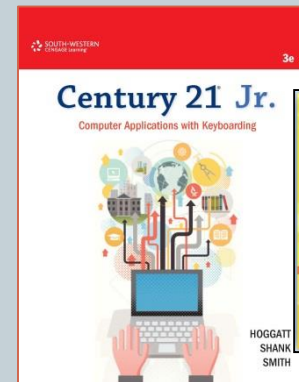
- **Century 21 10e**

- Office 2013
- Separate MT6 with CheckPro for each book: DIM and CSA



- **Century 21 Jr. 3e**

- Office 2013
- MT6 with CheckPro



# Objectives



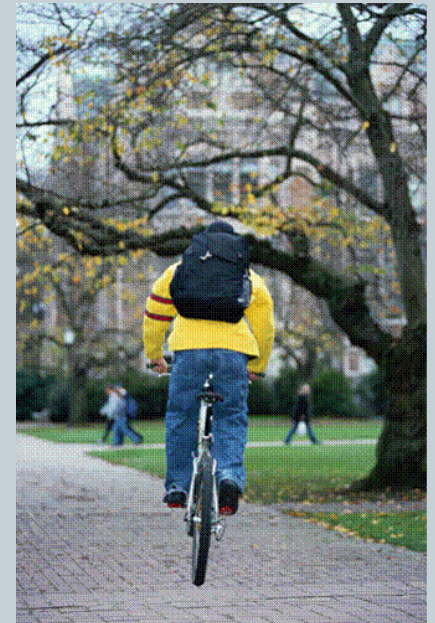
This MicroType 6 presentation will show you:

- The differences between the 2 versions
  - What is MicroType 6?
  - What is MicroType 6 with CheckPro?
- The new features of the software
- How to navigate the program
  - Logging in and navigating the tab menus
  - Accessing and understanding the power of the Instructor Utilities

# The Importance of Touch Keyboarding



- Touch keyboarding (typing) is a skill students will use for a lifetime
- Taught the proper way, it gives students ways to build speed and accuracy
- Touch typing is a foundation skill for
  - Communicating
  - Using computer applications
- Touch typing directly impacts productivity, and that is what employers want



# More Keyboarding Facts



- “Keyboarding” doesn’t mean just typing
  - Documents
  - Computer applications
  - Communication skills
- Keyboarding is taught in every grade from K through college
- Typing instruction has spread downward because younger students are using computers
- Instruction is still needed for
  - Job readiness
  - Productivity
  - Foundation for computer apps

# What Are Current Issues?



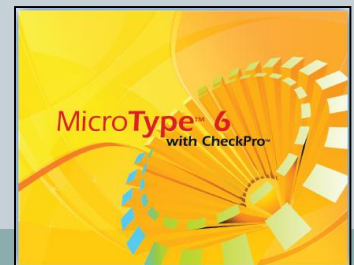
- Students have already created their own method of keying
- Teachers face a wide range of skills within a class
- IM and texting have influenced keyed messages
- Teachers are looking for help with teaching and grading



# How Does Software Enhance Keyboarding Instruction?



- Is engaging for students
- Assesses students' keying skills
- Provides choices with new-key learning, review, and skill building
- Lets students of different abilities work at their own pace
- Helps instructors with grading and saves them time



# The New MicroType: Two Versions



## MicroType 6

- Standalone or with a text
- No Office suite connection
- Typing instruction, skill building, games, communication activities

## MicroType 6 with CheckPro

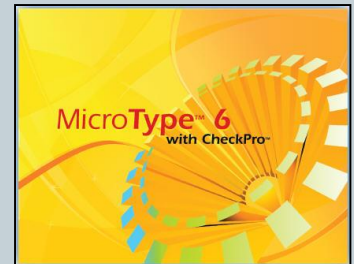
- Book specific to
  - Century 21 10e CSA
  - Century 21 10e DIM
  - Century 21 Jr. 3e
- Software specific: Office 2013
- All-in-one program includes MicroType 6 plus CheckPro document checker



# What Does CheckPro Do?



- Launches Microsoft Office 2013 applications
  - Word
  - Excel
  - PowerPoint
- Checks documents students key from their text
  - Century 21 10e
  - Century 21 Jr. 3e



# What Does CheckPro Check?



- Gives immediate feedback on keystrokes, including tabs and hard returns
- Identifies specific errors
- Also checks formulas in Excel
- Checks formatting in Word documents
- Checks for completion of PowerPoint presentations

# Which Version Should I Buy?



## MicroType 6

- When I want typing instruction and practice in a self-contained software program
- When I am not teaching documents from C21 10e or C21 Jr. 3e
- When I'm not using a text at all

## MicroType 6 with CheckPro

- When I am using one of these texts
  - Century 21 10e
  - Century 21 Jr. 3e
- When I have Office 2013
- When I want document checking in addition to typing instruction and skill building

# Features



## MicroType 6

- Tabbed interface
- New key review lessons
- Communication activities
- Word processor
- Instructor Utilities

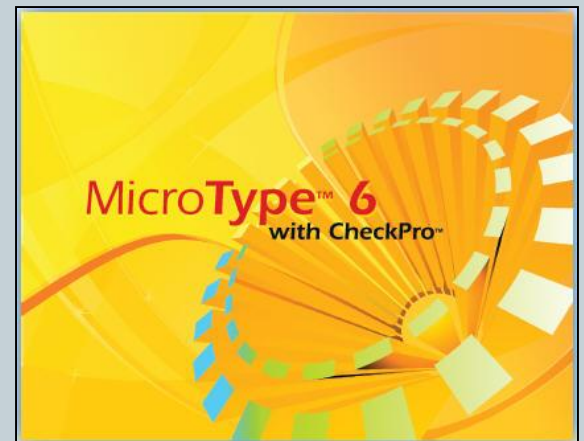
## MicroType 6 with CheckPro

- All-in-one: MicroType 6 features **plus...**
- Checks documents, timed writings, drills
- Enhanced error diagnostics
- Office 2013 commands and document formats

# Other Advantages



- Animated instruction
- More skill building
- Web Reporter with ability to add Instructor comments
- Document format checking
- User-friendly Instructor Utilities for flexibility
- Tremendous value



# MicroType 6: Login



The screenshot shows a 'Log In' dialog box with a list of users on the left and several buttons on the right. A text box with red text explains the interface.

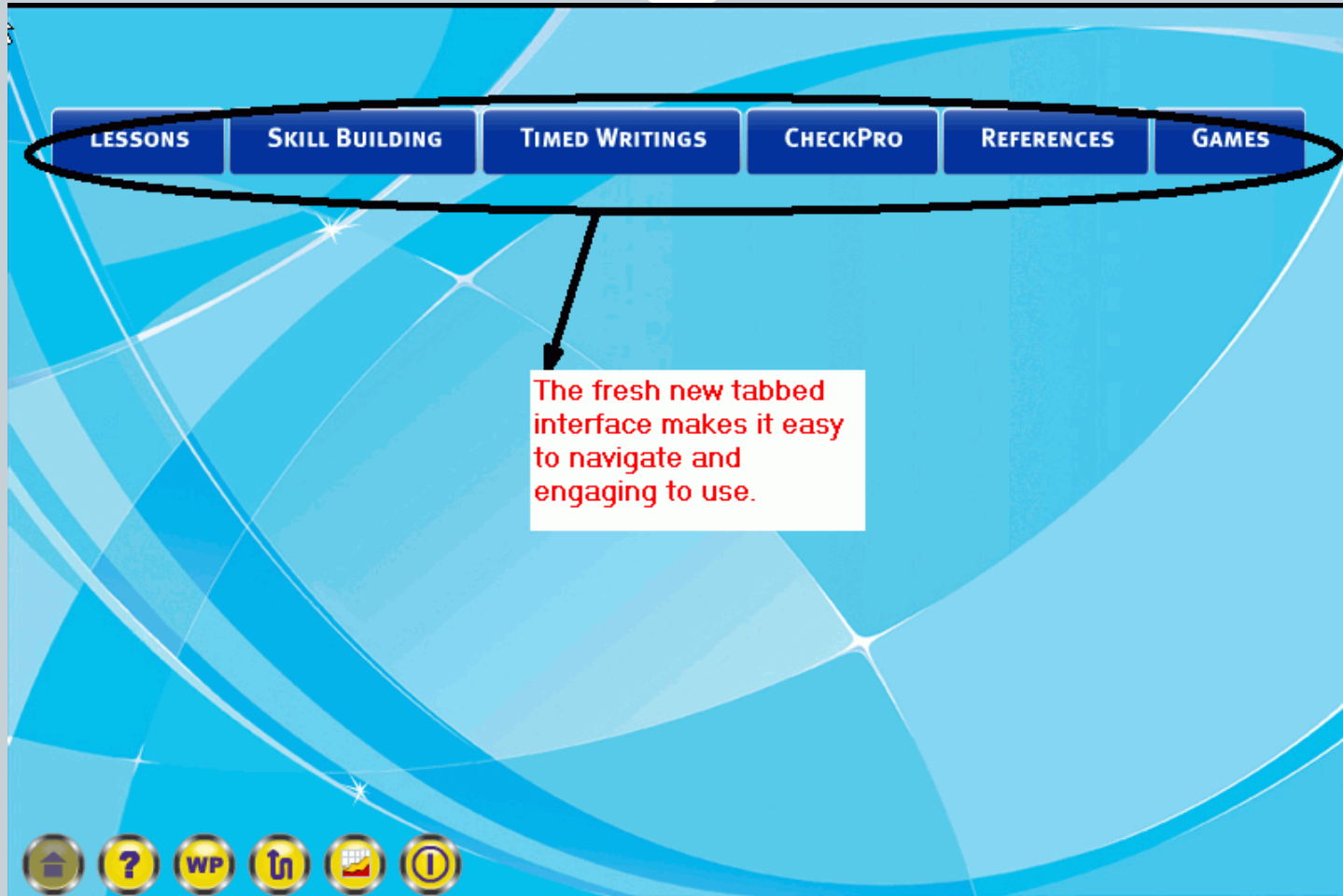
**Existing users will appear in the left-hand side of the login box. Note: We had a few odd characters join our class.....**

**Alternatively, you can click on the New User button to create a new student account. Or, just log in as a Guest.**

The dialog box contains the following elements:

- Title Bar:** Log In
- User List:** A list box containing the following names: Chovey, Ann; Congdon, Jane; Constantini, Cheryl; Nieman, Sally; Roast, Chuck; Schmohe, Karen; Shoe, Jim.
- Class Selection:** A dropdown menu labeled 'Clas'.
- Your Data Location:** A section with a folder icon and a text field.
- Buttons:** Help, New User, Guest, OK, Quit, and Locate on-line student (with a note 'or Distance Learning Users only' above it).

# MicroType 6: Main Tabs



The fresh new tabbed interface makes it easy to navigate and engaging to use.

# MicroType 6: Lesson Tab



**LESSONS** SKILL BUILDING TIMED WRITINGS CHECKPRO REFERENCES GAMES

Alphabetic Keyboarding  
Numeric Keyboarding  
Numeric Keypad  
New Key Review

**Alphabetic Keyboarding, Numeric Keyboarding and Keypad include all the same lessons and drill lines that have always been available in MicroType.**

**Extra! New Key Review lessons offer an alternative for more experienced students.**

Home ? WP u Document Information



# MicroType 6: Skill Building Tab



**LESSONS**   **SKILL BUILDING**   **TIMED WRITINGS**   **CHECKPRO**   **REFERENCES**   **GAMES**

- Accuracy Emphasis
- Speed Emphasis
- Quick Review
- Textbook Keying
- Drill Practice

**Skill Building offers a variety of activities to build speed and accuracy.**

Home   ?   WP   Social Media   MATH   Information

# MicroType 6: Timed Writings Tab

LESSONS SKILL BUILDING **TIMED WRITINGS** CHECKPRO REFERENCES GAMES

**Timed Writing Settings (Additional)**

**Timing Length**

- 30 Seconds
- 1 Minute
- 2 Minutes
- 3 Minutes
- 5 Minutes

**Source**

- Entire Writing
- Paragraph 1
- Paragraph 2
- Paragraph 3

**General**

- Backspace allowed
- Beep every 15 seconds
- Show timer
- Flash every 15 seconds

Ten additional Timed Writings are included in MicroType and MicroType with CheckPro. The CheckPro version will also include the Timed Writings from the Book.

**Select Writing**

- Writing 1
- Writing 2
- Writing 3
- Writing 4
- Writing 5
- Writing 6
- Writing 7
- Writing 8
- Writing 9
- Writing 10

Continue

Home ? WP In Book Power

# MicroType 6 with CheckPro: CheckPro Tab

LESSONS SKILL BUILDING CHECKPRO REFERENCES GAMES

All available lessons from a specific book will be accessible from the CheckPro tab. The scrolling lesson menu makes it easy for students to get directly to their lesson.

Note: Students can simply type in the lesson number in the box and go directly to the desired lesson.

Select a Lesson (CheckPro)

Lesson Number GO

Select a Lesson or Type Number and Tap Enter

- OF1 Office Features 1
- OF2 Office Features 2
- 24 Formatting Memos & Letters
- 25 Format Memos
- PT1 Placement Test 1
- PT2 Placement Test 2
- 26 Personal-Business Letters 1
- 27 Personal-Business Letters 2
- 28 Personal-Business Letters
- 29 Format E-Mail Messages
- 30 Calendar, Contacts & Tasks
- OF3 Office Features 3

# MicroType 6: References Tab



The screenshot displays the MicroType 6 software interface. At the top, there is a navigation bar with six tabs: LESSONS, SKILL BUILDING, TIMED WRITINGS, CHECKPRO, REFERENCES, and GAMES. The REFERENCES tab is highlighted in yellow. Below the navigation bar, a white text box with red text provides information about the References tab. An arrow points from this text box to a list of resources. At the bottom of the interface, there is a row of six circular icons: a home icon, a question mark, a WP icon, a social media icon, a document icon, and a power icon.

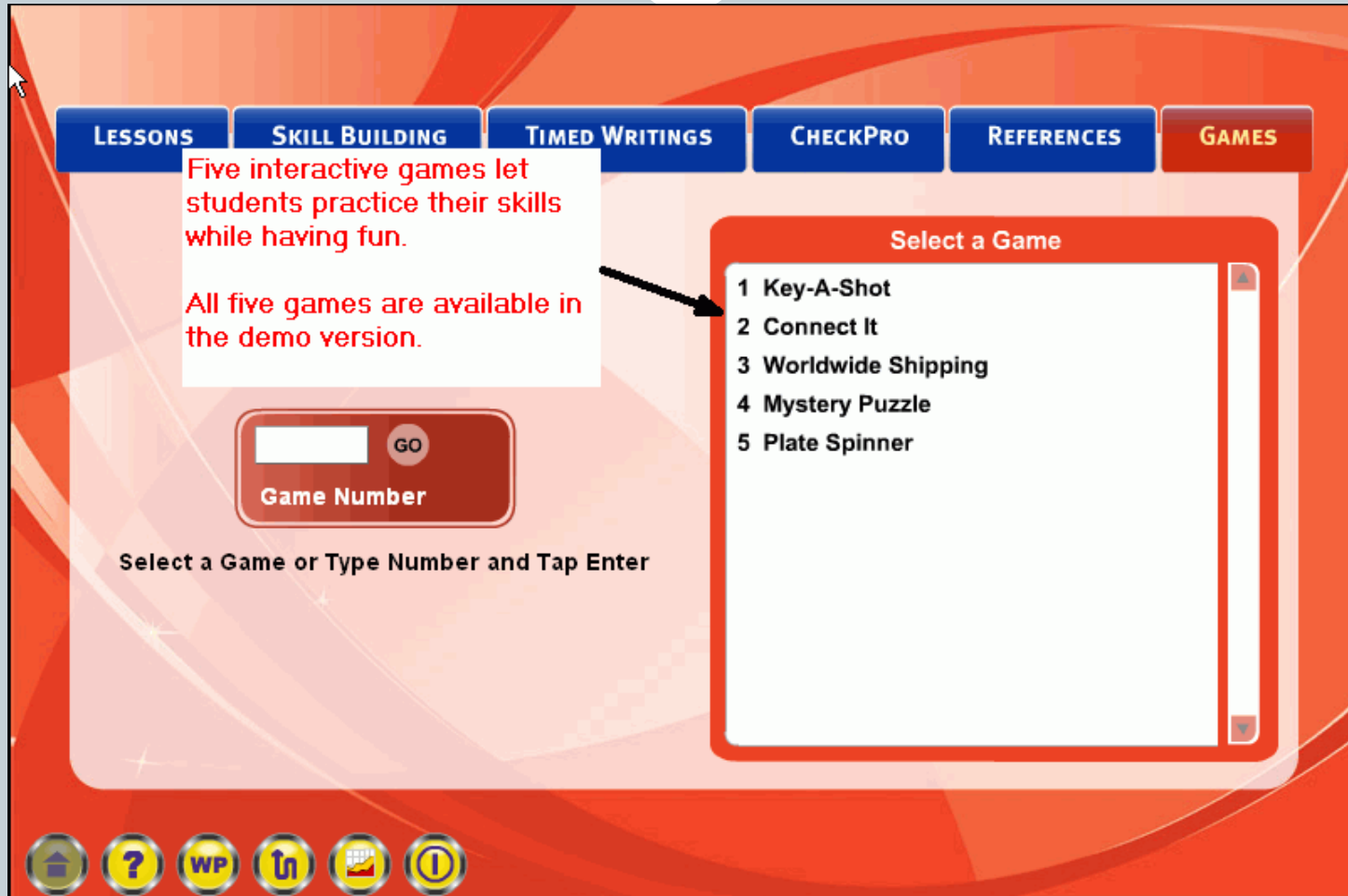
**LESSONS**   **SKILL BUILDING**   **TIMED WRITINGS**   **CHECKPRO**   **REFERENCES**   **GAMES**

**The References tab contains tools to help students with keyboarding techniques, communication skills and document formats. Students will also have a direct link to the product companion website.**

- Word 2013 Presentations
- Communication Skills
- Document Formats
- Movies

Home   ?   WP   Social Media   Document   Power

# MicroType Review: Games Tab



The screenshot displays the MicroType Review interface with a red and orange background. At the top, there are six navigation tabs: LESSONS, SKILL BUILDING, TIMED WRITINGS, CHECKPRO, REFERENCES, and GAMES. The GAMES tab is highlighted in red. Below the tabs, there is a text box with the following text:

Five interactive games let students practice their skills while having fun.

All five games are available in the demo version.

Below the text box is a red button with a white input field and a "GO" button. The input field is labeled "Game Number".

Below the button, the text reads: "Select a Game or Type Number and Tap Enter".

To the right of the text box is a red-bordered box titled "Select a Game" containing a list of five games:

- 1 Key-A-Shot
- 2 Connect It
- 3 Worldwide Shipping
- 4 Mystery Puzzle
- 5 Plate Spinner

At the bottom of the screen, there is a row of six circular icons: a home icon, a question mark icon, a "WP" icon, a "tn" icon, a "WP" icon, and a "t" icon.

# MicroType Review: Instructor Utilities

This section contains all the tools a teacher will need to create and manage their keyboarding classes.

## Instructor Utilities

- ### Class Management
- Create New Class
  - Update Class Preferences
  - Create New Student
  - Update Student Preferences

- ### Utilities
- Create Timed Writings
  - Create Keypad Timed Writings
  - Create Production Tests
  - Update Lesson Data
  - Set Data Locations
  - Change Instructor Access Password

- ### Reports
- Review Student Progress
  - Prepare Class Summary Report

- ### Distance Learning
- Download Student Results from Web Server
  - Login to Instructor Web Reports

- ### Grade Book
- Set Class Grading Parameters
  - Create Grade Book
  - Export Grade Book

- ### Resources
- MicroType 5 Website
  - Puzzle Solutions



MicroType 5



Back

# Web Reporter



Cengage Higher Ed | Cengage Learning | Cengage

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## WEB REPORTER

### STUDENT

#### Cengage Single Sign-On Authentication

Student User Name:

Password:

Your Security Question:

Your Security Answer:

Email:

[Submit](#) [Reset](#)

[Forgot Password?](#)



#### What's New?

### INSTRUCTOR

#### Cengage Single Sign-On Authentication

Instructor Id:

Password:

Product:

[Submit](#) [Reset](#)

[Forgot Password?](#)

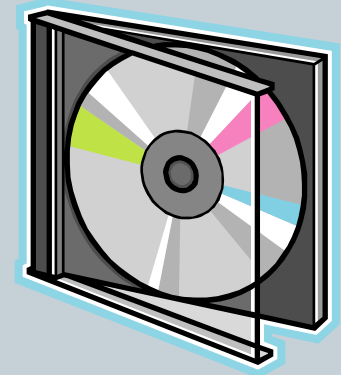
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# Demo CD-ROM



- Preview MicroType 6 with CheckPro!
- Demo CD-ROM (ISBN 978-1-1111-57329-4)
- Selected lessons and features are live
- *Save* and *Print* are disabled
- See how MicroType 6 will fit into your classroom

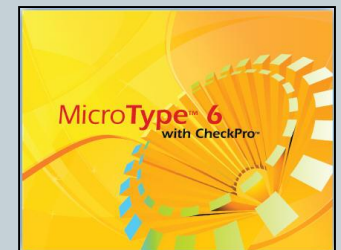




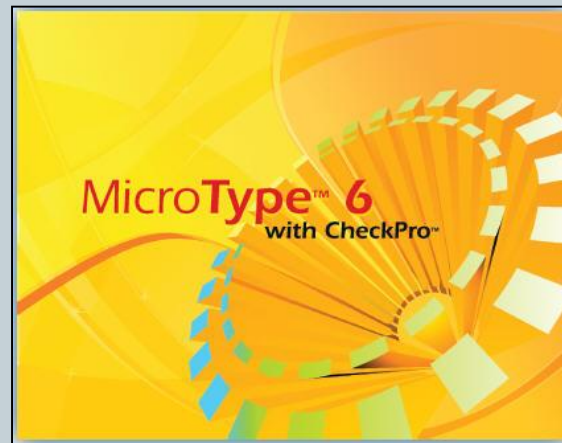
# Some Questions to Consider



- Do you have students with varying typing skills in your class?
- Would you like a new-key review as a typing alternative for more experienced students?
- Are you looking for an all-in-one solution to typing instruction, skill building, and document checking?
- Would you like to save time checking your students' documents?



# Thank You!



**NGL / Cengage/ South-Western**

**Our focus is YOU!**

**[www.cengage.com/school/keyboarding/c21key](http://www.cengage.com/school/keyboarding/c21key)**