

LAYOUT

Create a Template/Form Overview

GOAL: Create templates of customer-supplied materials.

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Complete a project using customer-supplied instructions and/or materials. A13	CA4, 2.1	Collect two business forms from an organization (or school office). Determine if the organization would like to update any information in these forms. Recreate the forms, with any updates and appropriate underlines and/or check boxes, so information can be keyed without changing the appearance of the form. Proofread and correct all errors. Have the form approved by the organization representative. Submit the form on a disk or via e-mail attachment to the organization. Practice good file management.	Use the <i>Create a Template</i> assessment to evaluate the recreation of the two business forms obtained from an organization, in respect to the updates/modifications indicated (if any), underlines and/or check boxes that won't change when information is keyed, accuracy and proofreading skills, and file management.
Create templates. B8	CA1, 2.1		
Set margins. B1	CA1, 2.1		
Manage electronic files. A9	CA3, 1.8		
Proofread and correct errors. C8	CA1, 2.1		

Activity originally developed by Zinna Bland; adapted and used with her permission.