

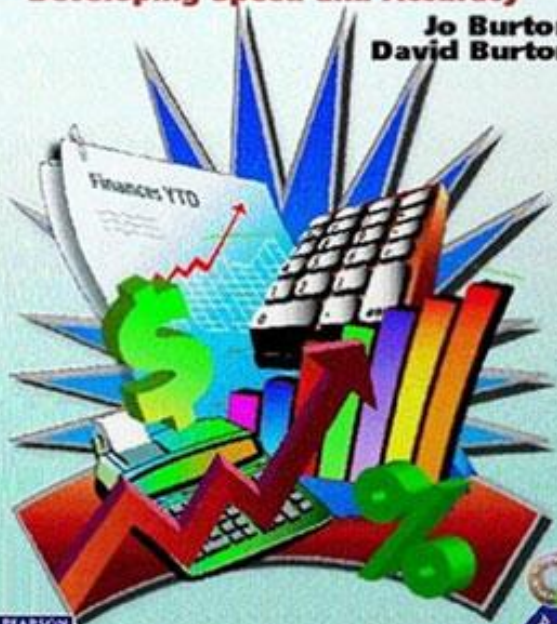
SOLUTIONS MANUAL



10-Key Touch Key

Developing Speed and Accuracy

Jo Burton
David Burton



PEARSON
Prentice
Hall

Expanded
Touch Key software
3-D included

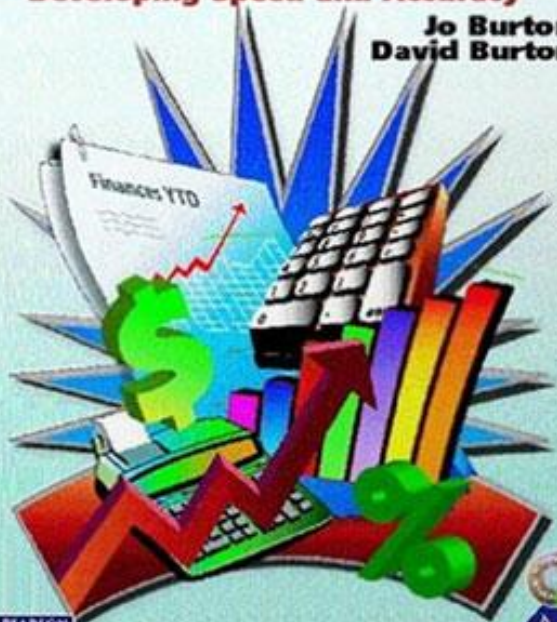
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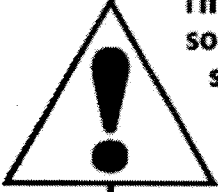
Instructor's Manual
to accompany

10-KEY TOUCH KEY
Developing Speed and Accuracy

Jo Burton
David Burton



Upper Saddle River, New Jersey
Columbus, Ohio



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A NOTE TO INSTRUCTORS

I and the other Office Systems Technology instructors at Victoria College have been using Touch Key in our classes for about six years. I hope you will find it as helpful in your classes as we have in ours.

Although Touch Key software keeps records of scores for all Lessons, Drills, and Tests, I have included a Student Log and Student Progress Chart in the Touch Key 10-Key Software User's Guide because I find that it helps the students to stay focused and motivated as they complete the exercises. I have students keep the Student Log beside the computer. They jot down completion dates and scores as they work on the various exercises. I walk around the room from time to time and check the Student Log for progress, problems, etc.

When all the blanks have been completed on the Student Log, I have students begin making notations on the Progress Chart as an incentive to continue speed building.

Happy keying!

Jo M. Burton

Master Password

The instructor may access a student's data disk using the master password "hangten." (Do not type the quotation marks.)

1. Start the program with the Touch Key student data disk in Drive A.
2. When prompted for a password, type **hangten** and press Enter.
3. The student's password will appear.
4. You may now enter the student's password to gain access to data on the student's disk.

It is, of course, essential that the master password be kept secret from students.

NOTE: Login data (Name, Course Name and Number, and Password) may not be changed.

Grading

In some areas of the country, companies require a strokes per hour standard. In other areas, employers require the skill of 10-key by touch with emphasis placed on accuracy. The following scales address both of these requirements.

The first grading scale should be used for Lessons, Drills and the Order Test which consist of the type of materials used for numeric timed-writings. The drills make excellent material for timed writings of 1-, 3-, and 5-minute duration.

Column two indicates the conversion of the strokes per hour as shown in column one to strokes per minute, should you have a need for such information

The second grading scale should be used for production-type jobs such as the Checks, Payroll, and Invoice Tests which involve paper handling, finding information in several locations on the printed page, and entering data in the appropriate fields on the computer screen.

A score may be calculated by averaging or weighting the speed grade and the accuracy grade. Example: A student with a speed grade of 70 and an accuracy grade of 99. $70 + 99 = 169 / 2 = 84.5$ test grade.

The computer 10-key component grade may be averaged or weighted with other course components for a semester grade in courses such as keyboarding, business machines, business math, and elementary accounting.

Suggested Grading Scale for 10-Key on Computer

for

Lessons, Drills and the Order Test

Strokes per Hour	Strokes per Minute	Speed Grade	% of Accuracy	Accuracy Grade
14,000	234	100	100%	100
13,000		95	99%	99
12,000	200	90	98%	90
11,000		85	97%	85
10,000	167	80	96%	80
9,000		75	95%	75
8,000	134	70	94%	70
7,000		65	93%	65
6,000	100	60	92%	60

Suggested Grading Scale for 10-Key on Computer
for
Checks, Payroll, and Invoice Tests

Strokes per Hour-Checks	Strokes per Hour-Payroll	Strokes per Hour-Invoice	Speed Grade	% of Accuracy	Accuracy Grade
9100	10,500	8400	100	100%	100
8450	9750	7800	95	99%	99
7800	9000	7200	90	98%	90
7150	8250	6600	85	97%	85
6500	7500	6000	80	96%	80
5850	6750	5400	75	95%	75
5200	6000	4800	70	94%	70
4550	5250	4200	65	93%	65
2400	4500	3600	60	92%	60

Solutions to Part II Desktop Calculator Exercises

Lesson 2

Exercise 1

1. 70 2. 30 3. 22 4. 78 5. 103 6. 24 7. 97 8. 1,556 9. 1,030 10. 665 11. 242 12. 836 13. 870 14. 1,207 15. 850 16. 898
17. 831 18. 883 19. 711 20. 844

Exercise 2

1. 575 2. 641 3. 766 4. 680 5. 611 6. 580 7. 676 8. 803 9. 616 10. 568 11. 719 12. 560 13. 696 14. 727 15. 739 16.
785 17. 778 18. 860 19. 658 20. 750 21. 834 22. 684 23. 753 24. 790 25. 726 26. 666 27. 726 28. 749 29. 814 30.
715 31. 804 32. 738

Lesson 3

Exercise 1

1. 79 2. 13 3. 12 4. 32 5. 8 6. 851 7. 17 8. 297 9. 22 10. 503 11. 5,072 12. 3,581 13. 1,147

Exercise 2

1. 374 2. 625 3. 631 4. 626 5. 221 6. 304 7. 331 8. 533 9. 616 10. 568 11. 719 12. 560 13. 696 14. 727 15. 739 16.
785 17. 538 18. 857 19. 655 20. 750 21. 280 22. 325 23. 718 24. 757 25. 558 26. 648 27. 521 28. 653 29. 538 30.
573 31. 264 32. 594

Lesson 4

Exercise 1

1. 1,520 2. 950 3. 4,864 4. 5,369 5. 513 6. 65,462 7. 1,456 8. 308 9. 11,254 10. 1,104 11. 77,748 12. 815,568 13. 7,817,472 14. 4,848,272 15. 2,276,732 16. 329,904 17. 1,533,675 18. 532,576 19. 212,282 20. 4,796,255 21. 7,431,218 22. 18,633,018

Exercise 2

31. 1,659 32. 17,472 33. 265,140 34. 3,669,120 35. 2,025,144

Exercise 3

1. 395 2. 361 3. 294 4. 320 5. 202 6. 262 7. 403 8. 423 9. 304 10. 321 11. 381 12. 321 13. 369 14. 394 15. 276 16. 535 17. 391 18. 445 19. 467 20. 383 21. 378 22. 397 23. 352 24. 311 25. 541 26. 351 27. 469 28. 462 29. 335 30. 417 31. 243 32. 471

Lesson 5

Exercise 1

1. 7 2. 102 3. 91 4. 38 5. 29 6. 89 7. 52 8. 47 9. 55 10. 39 11. 88 12. 152 13. 65 14. 36 15. 59 16. 27 17. 38 18. 123 19. 4 20. 10 21. 8 22. 15

Exercise 2

1. 546 2. 403 3. 528 4. 319 5. 366 6. 341 7. 416 8. 533 9. 564 10. 501 11. 561 12. 621 13. 575 14. 604 15. 516 16. 675 17. 631 18. 625 19. 637 20. 533 21. 396 22. 421 23. 440 24. 335 25. 559 26. 381 27. 496 28. 486 29. 359 30. 444 31. 266 32. 495

Comprehensive Speed and Accuracy Exercise

45.8236	452.024	4.76544	8900.76	7.7775	3942	-6000.12	8.17001
-90.6321	765.781	2.5535	7090.62	6.455	7685	6900.03	7.79003
93.1001	-890.209	-7.461	8070.41	9.3465	6251	-1075.61	-9.16002
83.1657	197.39	1.567	-7460.83	1.69995	8876	3009.37	4.13501
33.4987	356.041	2.9748	-9010.94	4.57359	4210.76	8000.79	8.19044
83.9824	919.819	-1.95009	8040.55	-8.34229	3230.58	2401	-7.71004
48.7693	-238.816	9.43006	6400.63	4.67899	3790.03	3068	3.77007
1073.68	731.921	7.861	5700.43	6.45775	3260.04	5002.01	9.23004
-90.3213	535.001	4.373	8800.81	-8.549	-2110.06	6079.09	5.31005
43.5629	311.321	5.366	9899.62	3.34556	-9233.06	5006.72	6.48193
1324.6293	3140.273	29.47971	46432.06	27.44355	29902.29	32391.28	36.20752
1140.61	576.985	-756.987	9400.79	4004.51	565.661	200.905	3420.48
6621.09	346.677	760.122	-9400.79	1300.95	454.012	100.013	-8242.08
5585.31	663.753	-865.455	8200.66	4009.95	-679.867	520.064	4780.06
4115.09	776.988	170.403	1430.05	2072.29	-469.145	-900.014	3483.43
-7742.01	988.565	922.939	9500.55	3007.59	876.442	180.045	9602.45
-8868.43	984.322	359.962	-9500.55	6009.99	865.111	227.128	-1433.31
5159.99	197.759	165.88	6700.72	3005.77	356.341	328.997	2952.42
6662.45	621.002	920.432	7700.5	-2006.59	252.966	-100.053	1678.71
1725.61	-440.005	513.119	9400.95	4006.95	329.854	623.024	3431.24
4137.41	-434.575	233.48	8300.95	-2009.86	952.814	867.711	5461.19
18537.12	4281.471	2423.895	41733.83	23401.55	3504.189	2047.82	25134.59

Additional Windows Calculator Activities

The following activities may be copied and used as additional exercises or tests after *Part III Using the Windows Calculator* has been completed.

Windows Calculator Practice Problems (831 Total Strokes)

1.	2.	3.	4.	5.	6.	7.
41	45	47	54	64	62	58
55	25	92	98	48	73	42
58	57	91	85	64	82	89
54	59	97	63	32	19	75
52	31	85	71	11	35	61
35	61	52	78	12	76	23
<u>+40</u>	<u>+22</u>	<u>+64</u>	<u>+81</u>	<u>+15</u>	<u>+15</u>	<u>+71</u>
8.	9.	10.	11.	12.	13.	14.
250	110	878	514	678	741	259
781	109	159	695	594	477	311
923	118	323	587	131	141	525
925	193	585	251	285	171	846
461	546	481	446	399	417	932
478	674	417	985	595	747	852
<u>+915</u>	<u>+236</u>	<u>+528</u>	<u>+334</u>	<u>+485</u>	<u>+147</u>	<u>+919</u>
15.	16.	17.	18.	19.	20.	21.
4508	5919	5925	5989	5126	5989	5859
5869	5363	5735	5695	5169	5161	5223
5694	5853	6494	5356	5216	6259	5153
3582	6962	5359	5258	5428	5936	5658
5639	6352	5415	5953	4147	5194	5496
2622	1538	5489	5853	6391	5914	5133
<u>+2591</u>	<u>+5283</u>	<u>+5391</u>	<u>+5956</u>	<u>+5389</u>	<u>+5782</u>	<u>+6969</u>
22.	23.	24.	25.	26.	27.	28.
24,408	26,507	56,897	57,869	56,164	51,210	10,205
326	1,504	54,989	46,212	947	68,912	33,536
519	11,986	512	565	753	60,008	52,689
528	408	596	588	785	57,649	41,006
4,616	597	494	519	796	51,522	59,098
46,110	525	516	523	537	94,020	697
<u>+5,000</u>	<u>+311</u>	<u>+5,668</u>	<u>+544</u>	<u>+5,471</u>	<u>+12,989</u>	<u>+634</u>

Windows Calculator Practice Problems (831 Total Strokes) Solutions

1.	2.	3.	4.	5.	6.	7.
41	45	47	54	64	62	58
55	25	92	98	48	73	42
58	57	91	85	64	82	89
54	59	97	63	32	19	75
52	31	85	71	11	35	61
35	61	52	78	12	76	23
<u>+40</u>	<u>+22</u>	<u>+64</u>	<u>+81</u>	<u>+15</u>	<u>+15</u>	<u>+71</u>
658	300	528	530	246	362	419
8.	9.	10.	11.	12.	13.	14.
250	110	878	514	678	741	259
781	109	159	695	594	477	311
923	118	323	587	131	141	525
925	193	585	251	285	171	846
461	546	481	446	399	417	932
478	674	417	985	595	747	852
<u>+915</u>	<u>+236</u>	<u>+528</u>	<u>+334</u>	<u>+485</u>	<u>+147</u>	<u>+919</u>
4,733	1,986	3,371	2,603	3,157	2,841	4,644
15.	16.	17.	18.	19.	20.	21.
4508	5919	5925	5989	5126	5989	5859
5869	5363	5735	5695	5169	5161	5223
5694	5853	6494	5356	5216	6259	5153
3582	6962	5359	5258	5428	5936	5658
5639	6352	5415	5953	4147	5194	5496
2622	1538	5489	5853	6391	5914	5133
<u>+2591</u>	<u>+5283</u>	<u>+5391</u>	<u>+5956</u>	<u>+5389</u>	<u>+5782</u>	<u>+6969</u>
30,505	67,775	39,808	40,060	36,866	77,101	38,481
22.	23.	24.	25.	26.	27.	28.
24,408	26,507	56,897	57,869	56,164	51,210	10,205
326	1,504	54,989	46,212	947	68,912	33,536
519	11,986	512	565	753	60,008	52,689
528	408	596	588	785	57,649	41,006
4,616	597	494	519	796	51,522	59,098
46,110	525	516	523	537	94,020	697
<u>+5,000</u>	<u>+311</u>	<u>+5,668</u>	<u>+544</u>	<u>+5,471</u>	<u>+12,989</u>	<u>+634</u>
81,507	41,838	119,672	106,820	65,453	396,310	197,865

Windows Calculator Trial Test

Addition

2224	9561	12	4725	4322
56	3625	634	41	521
897	51	258	614	584
582	52	151	364	646
414	584	5674	854	949
474	594	2414	139	958
<u>363</u>	<u>667</u>	<u>58</u>	<u>739</u>	<u>251</u>

Subtraction

9871	5179	2154	9813	7436
<u>-658</u>	<u>-28</u>	<u>-75</u>	<u>-414</u>	<u>-414</u>

Multiplication

941	577	1597	594	4859
<u>53</u>	<u>531</u>	<u>514</u>	<u>414</u>	<u>141</u>

Multiplication with Decimals

$34 * 1.9$	$697 * 32.2$	$62.5 * 7.5$	$54 * 7.2$	$0.2255 * 0.14$
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Division (Round to 2 places.)

$546 / 32$	$890 / 75$	$185 / 95$	$247 / 82$	$6963 / 125$
------------	------------	------------	------------	--------------

Percentage

A refrigerator originally priced at \$530 was advertised for 10% off. What is the sale price of the refrigerator? _____

Average

Louisa has 60 pink beads, 49 red beads, 57 orange beads, 54 yellow beads, 58 green beads, 74 light blue beads, 52 dark blue beads, 63 purple beads, 59 black beads, 36 white beads and 57 off-white beads.

1. How many beads does Louisa have all together? _____
2. How many different colors of beads does Louisa have? _____
3. What is the average number of beads in each color? _____

Windows Calculator Trial Test Solutions

Addition

2224	9561	12	4725	4322
56	3625	634	41	521
897	51	258	614	584
582	52	151	364	646
414	584	5674	854	949
474	594	2414	139	958
<u>363</u>	<u>667</u>	<u>58</u>	<u>739</u>	<u>251</u>
5,010	15,134	9,201	7,476	8,231

Subtraction

9871	5179	2154	9813	7436
<u>-658</u>	<u>-28</u>	<u>-75</u>	<u>-414</u>	<u>-414</u>
<u>9,213</u>	5,151	2,079	9,399	7,055

Multiplication

941	577	1597	594	4859
<u>53</u>	<u>531</u>	<u>514</u>	<u>414</u>	<u>141</u>
49,873	306,387	820,858	245,916	685,119

Multiplication with Decimals

34*1.9	697*32.2	62.5*7.5	54*7.2	0.2255*0.14
	=22,443.4	=468.75	=388.8	= 0.3157
Division	(Round to 2 places.)			
546 / 32	890 / 75	185 / 95	247 / 82	6963 / 125
=17.06	=11.87	=1.95	=3.01	=55.70

Percentage

A refrigerator originally priced at \$530 was advertised for 10% off. What is the sale price of the refrigerator? \$477

Average

Louisa has 60 pink beads, 49 red beads, 57 orange beads, 54 yellow beads, 58 green beads, 74 light blue beads, 52 dark blue beads, 63 purple beads, 59 black beads, 36 white beads and 57 off-white beads.

1. How many beads does Louisa have all together? 619
2. How many different colors of beads does Louisa have? 11
3. What is the average number of beads in each color? 56.27

Check Register

Complete the check register by showing the current balance for each date.

ITEM NO. OR TRANS. CODE	DATE	TRANSACTION DESCRIPTION	SUBTRACTIONS	ADDITIONS	BALANCE
			AMOUNT OF PAYMENT OR WITHDRAWAL (-)	AMOUNT OF DEPOSIT OR INTEREST (+)	997.31
Ck. #2208	4/10	Ender Oil Company	44.57		
Ck. #2209	4/10	Office Max	97.23		
Ck# 2210	4/10	Nation's Bank	451.76		
Deposit	4/15	A.B.B. paycheck		709.80	
ATM w/d	4/16	A.B.B. cash	20.00		
Cl# 2211	4/16	V.C. School	225.00		
Ck. # 2212	4/16	Farmer's Insurance	87.32		
Ck. # 2213	4/20	Wal-Mart	39.64		
ATM w/d	4/25	A.B.B. cash	50.00		
Deposit	4/30	A.B.B. paycheck		731.94	
Ck. # 2214	4/30	First Card	46.77		

Check Register Solutions

ITEM NO. OR TRANS. CODE	DATE	TRANSACTION DESCRIPTION	SUBTRACTIONS	ADDITIONS	BALANCE
			AMOUNT OF PAYMENT OR WITHDRAWAL (-)	AMOUNT OF DEPOSIT OR INTEREST (+)	997.31
Ck. #2208	4/10	Ender Oil Company	44.57		952.74
Ck. #2209	4/10	Office Max	97.23		855.51
Ck# 2210	4/10	Nation's Bank	451.76		403.75
Deposit	4/15	A.B.B. paycheck		709.80	1113.55
ATM w/d	4/16	A.B.B. cash	20.00		1093.55
Cl# 2211	4/16	V.C. School	225.00		868.55
Ck. # 2212	4/16	Farmer's Insurance	87.32		781.23
Ck. # 2213	4/20	Wal-Mart	39.64		741.59
ATM w/d	4/25	A.B.B. cash	50.00		691.59
Deposit	4/30	A.B.B. paycheck		731.94	1423.53
Ck. # 2214	4/30	First Card	46.77		1376.76

Organizing for a Touch Key On-Line Class

Following are descriptions of two methods that may be used to access student scores that have been saved by Touch Key. Both methods only require the student to e-mail appropriate files to the instructor. The first method uses Touch Key to print student scores. The second method uses Excel spreadsheets to view and print student scores.

Touch Key Method

The instructor should keep a list of e-mail addresses of students as well as the names and passwords used by Touch Key students to access the program. The instructor should also set up and keep a Touch Key data diskette for each student labeled with student's name, password, and e-mail address.

For safety, the student should create a folder on his/her hard drive named Tkdata. To make a backup of scores, copy files from the floppy (usually A:) to the Tkdata folder frequently; and especially before sending scores to the instructor.

As the student completes the assignment(s), he/she should e-mail the instructor with attachments of **tlesson.log** (lesson scores), **tdrill.log** (drill scores), and/or **ttest.log** (test scores) as necessary. It is generally more reliable to send the attachments saved on the hard drive than on the floppy drive.

The instructor will then copy logs to the appropriate floppy diskette for that student, insert the floppy, start Touch Key, log in as that student, choose Main Menu, Print, and choose the desired log to be printed.

Excel Spreadsheets Method

The instructor should keep a list of student names and e-mail addresses.

For safety, the student should create a folder on his/her hard drive named Tkdata. To make a backup of scores, copy files from the floppy (usually A:) to the Tkdata folder frequently; and especially before sending scores to the instructor.

As student completes the assignment(s), he/she should e-mail the instructor with attachments of **tstudent.dat**, and the appropriate **tlesson.log**, **tdrill.log**, and/or **ttest.log**. It is generally more reliable to send the attachments from the hard drive than the floppy drive.

As attachments are received, the instructor should copy them into individual student folders on the instructor's hard drive. When you are ready to view or print lesson, drill, or test logs, start **Excel**.

Select **Data, Get external data, Import text file**. In the Files of type box, choose **All files (*.*)**. Choose the **tstudent.dat** file. In the Text Import Wizard box (step 1 of 3) choose **Delimited**. Next. In Text Import Wizard box (step 2 of 3) Delimiter box, choose **Comma**. Make sure the text qualifier is "".

Next. Highlight the first, second, and third columns. Select **text** in the Column data format box. Finish.

Finish.

Place cursor in the first cell of column E. Select **Data, Get external data, Import text file**. In the Files of type box, choose **All files (*.*)**. Choose the **tlesson.log** file. In the Text Import Wizard box (step 1 of 3) choose **Delimited**. Next. In the Text Import Wizard box (step 2 of 3) Delimiter box, choose **Comma**. Make sure the text qualifier is **"**. Next. Highlight the second column containing date and time. Select **text** in the Column data format box. Finish.

Click on the **Sheet 2** tab.

Repeat steps in the previous paragraph, except select the **tdrill.log** file. Highlight the third column containing date and time and change Column data format to **text**. Finish.

Click on the **Sheet 3** tab. Repeat steps in the previous paragraph, except select the **tttest.log** file. Highlight the second column containing date and time and change Column data format to **text**. Finish.

Save the spreadsheet in the appropriate student folder.

Verifying Scores

(May be Used with Either of the Above Methods.)

As students complete assignments, they should print **lesson, drill, or test results** before returning to the main menu. You might wish to have them pick one or more of their best to send to the instructor. The chosen printed results could be sent in weekly or held until the end of the semester and sent to the instructor by a specified date. **The instructor could then compare the results shown on these sheets (which would be very difficult to tamper with) to the corresponding scores sent by e-mail.** A quick spot check would be all that is necessary.

Note: Students may wish to print two copies before returning to the main menu; one for the student, one to send to the instructor. These are great diagnostic tools as well as verification of the student's scores.