At Junior Certificate level the student can:

Type a variety of documents using appropriate layout and styles

**Learning Targets** - This has been demonstrated by your ability to:

1. Recognise and manipulate all important parts of the typewriter or computer
2. Carry out basic maintenance and control and where appropriate switch machine on and off, insert cables as needed and change ribbon
3. Use controls to organise layout (line up paper, set spacing and margins)
4. Control and manipulate all parts of the keyboard
5. Type from straight copy
6. Type and rule a tabular statement
7. Type a letter, using a correct layout
8. Type up special documents such as menus, memos, forms and notes
9. Proofread work
10. Correct work

Refer also to: English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education