

Typewriting

1. Show how to clean, type properly and change ribbon on a typewriter.
2. Know the difference between a fabric and a carbon ribbon.
3. Identify the following parts of the typewriter and know their function:
 - a. Frame
 - b. Keyboard
 - c. Space bar
 - d. Backspace key
 - e. Shift keys and lock
 - f. Platen
 - g. Impression control
 - h. Margin stops
 - i. Paper release
 - j. Leverline-space lever
 - k. Line-finder control
 - l. Paper centering scale
 - m. Cardholder
 - n. Paper bail lever
 - o. Pitch selection lever
 - p. Margin release
4. Know how to set tabs for tabulation. Properly type a tabulated page with at least four columns.
5. Show how to center information horizontally and vertically on paper.
6. Show how to construct block and indented style letters.
7. Operate a typewriter at a speed of forty words a minute on new material for five minutes with no more than five errors.

Skill Level 2

Original Honor 1929

