



Pathfinder's Name

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.
Fabric _____
Carbon _____
- 3. Identify the following parts of the typewriter and know their function:
Frame _____
Keyboard _____
Space bar _____
Backspace key _____
Shift keys and lock _____
Platen _____
Impression control _____
Margin stops _____
Paper release _____
Leverline-space lever _____
Line-finder control _____
Paper centering scale _____
Cardholder _____
Paper bail lever _____
Pitch selection lever _____
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.

Speed _____

Number of errors _____

Date completed _____

Instructor's Signature _____