Name:_____ Date:_____

Introduction to Typing

A Career Maze

Directions: Match each career with three ways a person uses typing or a computer in that career. Write the name of the career next to each letter. Note: There is a list of careers below.

A. _____

1. types assignments

2. types assessments

3. types emails to parents, counselors, administrators, and students

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1. views and shows patient test results

2. types updates to patient medical records

3. types emails to nurses and patients

B. _____

C. _____

1. tests circuits of electrical outlets

2. types work order to change a bulb in a streetlight

3. types management an email about an electrical power outage during a storm

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1. types clients' information in a database system

2. types days and times of training sessions and classes taught in an electronic calendar

3. types training programs for clients

D. _____

E. _____

1. tests software on the computer

2. creates, revises, and runs programs

3. types documents of program development so others will understand the program

Name:_____ Date:_____

Introduction to Typing

A Career Maze

Directions: Match each career with three ways a person uses typing or a computer in that career. Write the name of the career next to each letter. Note: There is a list of careers below.

1. types on a computer to write, review, and edit articles, books, magazines, blogs, or websites

2. types book information for customers to see online

3. types emails to editors and publishing companies

F. _____

G. _____

1. types emails to and relays messages for a manager

2. enters meetings, trainings, and events on an electronic calendar

3. types letters and reports from researched information

1. types financial reports for customers

2. types spreadsheets for money and financial planning solutions

3. types business and finance information to email clients

H. _____

Career List

author

computer programmer

doctor

electrician

executive manager assistant

financial analyst

fitness trainer

teacher