

# Chapter 1

## Recording, Filing, and Organizing Information

### Topic 1. Using Forms

#### Reading Review

1. a. \_\_\_\_\_ d. \_\_\_\_\_  
b. \_\_\_\_\_ e. \_\_\_\_\_  
c. \_\_\_\_\_ f. \_\_\_\_\_
2. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Practical Problems

4. a. \_\_\_\_\_ d. \_\_\_\_\_  
b. \_\_\_\_\_ e. \_\_\_\_\_  
c. \_\_\_\_\_ f. \_\_\_\_\_
5. a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. (1) \_\_\_\_\_ (2) \_\_\_\_\_
6. \_\_\_\_\_

#### School Roster

Patron's Name	Address	City, State, Zip	Telephone

7.

# FRUITFUL FLORA NURSERY

111 Garden Avenue  
Greenlawn, PA 19524  
1-800-123-9876

## ORDER FORM

**BILL TO:**

Fill in "SHIP TO" address if different from "BILL TO"

Name \_\_\_\_\_

**SHIP TO:**

Address \_\_\_\_\_

Name \_\_\_\_\_

City \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Catalog #	Description (Kind of Plant, Type, Size)	# of Plants	Price Each	Amount
501-07	Apple tree, Gala, 4-5 ft. tall	2	17.49	34.98

**Method of Payment (Check One)**

☐ Check or Money Order Enclosed

☐ Purchase Order No. \_\_\_\_\_

Please Bill: ☐ Visa ☐ MasterCard ☐ American Express

**Shipping:**

Order Amount up to \$25: Add \$5

Order Amount \$26 to \$100: Add \$10

Orders Over \$100: Free!

Subtotal

Sales Tax

Shipping  
(See Chart)

Total

\_\_\_\_\_  
Credit Card Number

\_\_\_\_ - \_\_\_\_  
Expiration Date

\_\_\_\_\_  
Authorized Signature

**Thank You for  
your order!**

## Math Maintenance

- |           |           |
|-----------|-----------|
| 8. _____  | 16. _____ |
| 9. _____  | 17. _____ |
| 10. _____ | 18. _____ |
| 11. _____ | 19. _____ |
| 12. _____ | 20. _____ |
| 13. _____ | 21. _____ |
| 14. _____ | 22. _____ |
| 15. _____ | 23. _____ |

## 2. Maintaining Accurate Records

## Reading Review

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ |          |

## Practical Problems

6. a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
7. Use the employment application on the next page.
- 8.

Item 1	
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	



## EMPLOYMENT APPLICATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Area Code)

Are you a citizen of the United States? ☐ Yes ☐ No

Position(s) applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Type of employment requested ☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

Date you could begin working \_\_\_\_\_ Typing Speed (WPM) \_\_\_\_\_

Summarize any other special skills or qualifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	DEGREE, DIPLOMA, CERTIFICATE RECEIVED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY OR OTHER					

1. Name of Employer _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

  

1. Name of Employer _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

Name	Relationship	Address	Telephone

I certify that the answers given by me in this application are correct to the best of my knowledge. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

9. Answer in a previous exercise.

10.

**Words**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_
- k. \_\_\_\_\_
- l. \_\_\_\_\_
- m. \_\_\_\_\_
- n. \_\_\_\_\_
- o. \_\_\_\_\_
- p. \_\_\_\_\_

**Names**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

**Numbers**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_
- k. \_\_\_\_\_
- l. \_\_\_\_\_
- m. \_\_\_\_\_
- n. \_\_\_\_\_
- o. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_
- k. \_\_\_\_\_
- l. \_\_\_\_\_
- m. \_\_\_\_\_
- n. \_\_\_\_\_
- o. \_\_\_\_\_

## Math Maintenance

Subtract vertically. Check by adding the subtrahend to the difference. (All the problems in this section are the same as in the textbook.)

$$\begin{array}{r} 11. \quad \$791.07 \\ - 223.95 \\ \hline \end{array}$$

$$\begin{array}{r} 12. \quad \$1,433.56 \\ - 758.11 \\ \hline \end{array}$$

$$\begin{array}{r} 13. \quad \$4,939.72 \\ - 2,459.63 \\ \hline \end{array}$$

$$\begin{array}{r} 14. \quad \$11,836.17 \\ - 7,355.81 \\ \hline \end{array}$$

Subtract horizontally.

$$15. \quad 635 - 142 = \underline{\hspace{2cm}}$$

$$17. \quad \$483.12 - \$35.34 = \underline{\hspace{2cm}}$$

$$16. \quad 3,987 - 765 = \underline{\hspace{2cm}}$$

$$18. \quad \$1,267.43 - \$137.98 = \underline{\hspace{2cm}}$$

Subtract mentally.

$$19. \quad 47 - 18 = \underline{\hspace{2cm}}$$

$$21. \quad 2,194 - 687 = \underline{\hspace{2cm}}$$

$$20. \quad 653 - 179 = \underline{\hspace{2cm}}$$

$$22. \quad 3,717 - 1,759 = \underline{\hspace{2cm}}$$