



Keyboarding 1 – Week 3 Assignments

Week	Mod.	Lessons	Pages in ebook	Teaching/Learning/Evaluation Content
3 Mon. 9/7		Lesson 8	1-21 – 1-22	G, Question Mark, X, U Warmup 8b – 8g
		Review	1-23	8R Review
		Lesson 9	1-24 – 1-25	Q, M, V, Apostrophe Warmup 9b – 9g
		Review	1-26	9R Review
		Lesson 10	1-27 – 1-28	Z, Y, Quotation Mark, Tab Warmup 10b-10g
		Lesson 11 Review	1-29 – 1-30	11b Improve Keystroking, 11c Build Skill, 11d Improve Techniques 11e Timed Writing 11f Build Skill

Did You Know?

You are in the right place at the right time.

According to research, less than 20% of people can touch type fluently. So, although we are living in a digital age with computers all around us, and with the main method of inputting data being a keyboard, the majority of 80% of people are still using the hunt and peck method for typing! So bad....

When you finish Keyboarding class, you will be far ahead of most people.