



Keyboarding 1 – Week 4 Assignments

Week	Mod.	Lessons	Pages in ebook	
4 Mon. 9/14	2	Lesson 12 Review	1-31 – 1-32	12a - Warmup 12b - Improve Keystroking 12c - Improve Techniques 12d - Improve Techniques 12e - Timed Writing – All Letters 12f - Build Skill (Skill Builder 1 on page 1-35, Drill 1b.)
		Lesson 13 Review	1-33 – 1-34	13a – Warmup 13b – Improve Fluency 13c – Improve Keystroking 13d – Master Difficult Reaches 13e – Timed Writing – All Letters
		Figure and Symbol Keys		
		Lesson 14	1-40 – 1-41	Lesson 14 – Number Keys 1 and 8 14a – Warmup 14b – New Keys 14c – All Figures Learned 14d – Improve Fluency 14e – Improve Keystroking 14f – Build Skill
		Lesson 15	1-42 – 1-43	Lesson 15 – Number Keys 5 and 0 15a – Warmup 15b – New Keys

Did You Know?

As of Dec 30, 2023, the [average hourly pay for a Typist](#) in the United States was \$18.72 an hour. While ZipRecruiter is seeing hourly wages as high as \$22.36 and as low as \$13.46, the majority of Typist wages currently range between \$16.35 (25th percentile) to \$19.71 (75th percentile) across the United States.

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		Lesson 16	1-44 – 1-45	15c – All Figures Learned 15d – Improve Keystroking 15e – Improve Techniques 15f – Timed Writing – All Letters 15g – Composition (Instructions on p. 1-43.) Lesson 16 – Number Keys 2 and 7 16b – New Keys 16c – All Figures Learned 16d – Improve Techniques 16e – Improve Keystroking 16f – Build Fluency 16g – Timed Writing – All Letters
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