



Keyboarding 1 – Week 5 Assignments

Week	Lessons	Pages in ebook	
Week5 begins Mon. 9/21	Lesson 17 – 4 and 9	1-46	-17a – Warmup -17b – New Keys – 4 and 9 -17c – All Figures Learned -17d – Skill Building – Improve Keystroking -17e – Skill Building - Improve Keystroking -17f – Timed Writing – All Letters -17g – Build Skill
		1-47	
	Lesson 18 – 3 and 6	1-48	-18a – Warmup -18b – New Keys – 3 and 6 -18c – All Figures Learning -18d – Improve Fluency
		1-49	-18e – Improve Keystroking -18f – Timed Writing -18g – Communication – Composition – Use Microsoft Word and follow instructions on page 1-49.
	18R – Review	1-50	-18Ra – Warmup -18Rb – Skill Building – Improve Keystroking -18Rc – Timed Writing – All Letters -18Rd – Improve Keystroking
	Lesson 19 – \$ and - (hyphen)	1-51	-19a – Warmup -19b – Learn \$ and – (hyphen) -19c – All Symbols Learned -19d – Skill Building – Improve Keystroking
		1-52	-19e – Build Speed -19f – Practice Numbers -19g – Build Speed

Did You Know?

QWERTY is a keyboard layout for Latin-script alphabets. The name comes from the order of the first six keys on the top letter row of the keyboard. The QWERTY design is based on a layout included in the Sholes and Glidden typewriter sold to E. Remington and Sons in 1873.



You know it as:



