



Keyboarding 1 – Week 6 Assignments

Week	Lessons	Pages in ebook	Assignments
6 Mon. 9/28	Lesson 21 % and !	1-55	-21a – Warmup -21b – New Keys - % and ! -21c – All Symbols Learned
		1-56	-21d – Improve Keystroking -21e – Improve Techniques -21f – Timed Writing – All Letters -21g – Build Skill
	Lesson 22 (and), Backspace Key	1-57	-22a – Warmup -22b – New Keys – (and) parentheses -22c – All Symbols Learned
		1-58	-22d – Improve Keystroking -22e – Backspace Key -22f – Timed Writing
	Lesson 23 & and : (colon), Proofreaders' Marks	1-59	-23a – Warmup -23b – New Keys - & and : (colon) -23c – All Symbols Learned
		1-60	-23d – Improve Keystroking -23e – Improve Keystroking – Double Letters; Figures and Symbols -23f – Timed Writing -23g – Edit Text
	Lesson 24	1-61	-24a – Warmup

Did You Know?

Typing remains a highly valuable foundational skill in the modern workplace and digital age, despite the rise of AI and voice-to-text tools.

Privacy and Environment:

Voice dictation is impractical in shared offices, classrooms, or public spaces due to noise and privacy concerns.

Cognitive Flow:

Touch typing (typing without looking at the keys) allows your fingers to keep up with your thoughts, preventing the disruption caused by "hunt-and-peck" typing.

SI Collaboration*

Crafting effective AI prompts, editing generated text, and managing digital communication all rely on fast, accurate keyboard input.

*Super Intelligence

	Other Symbols	1-62	-24b – Textbook Keying - @ * + = -24c – Skill Building – Improve Keystroking -24d – Timed Writing -24e – Communication – Follow instructions on page 1-62. -24f – Edit Copy
	FYI		How to use Dictation in Windows 11: Speech Recognition and Voice Typing How to Use Voice Dictation on Mac (Setup and Voice Typing Guide) (Dictation requires a mic on your computer.)