



Keyboarding 1 – Weeks 7 & 8 Assignments

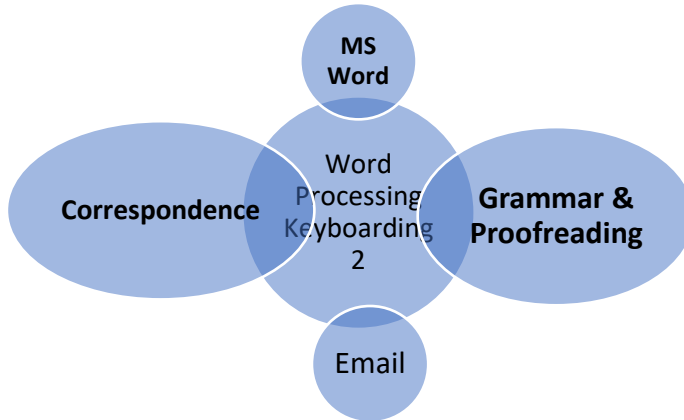
Week	Lessons	Pages in ebook	Assignments
Week 7 begins Mon. 9/21	24R - Review	1-63	-24Ra – Warmup -24Rb – Skill Building – Master Numbers and Symbols -24Rc – Timed Writing -24Rd – Enrichment
	Skill Builder 1	1-35	-Drill 1 – 1a, 1b, 1c
		1-36	-Drill 2 – Strengthen Up and Down Reaches -Drill 3 – Strengthen Individual Finger Reaches -Drill 4 – Strengthen Special Reaches
		1-37	-Drill 5 – Improve Troublesome Pairs -Drill 6 – Fluency -Drill 7 – Eyes On the Copy
		1-38 – 1-39	-Timed Writings – Writing 1, Writing 2, Writing 3, Writing 4, Writing 5, Writing 6, Writing 7
	Lesson 25 Assessment	1-64	-25a - Warmup
		1-64 cont'd.	-25b – Skill Building – Improve Keystroking
		1-65	-25c – Skill Building – Improve Fluency -25d – Timed Writing -25e – Figure Check -25f – Communication – Edit Copy
8 Oct. 12	Skill Builder 2	1-66	Emphasis on Improving Techniques -Drill 8 – Opposite Hand Reaches -Drill 9 – Proofreaders' Marks
		1-67 – 1-71	-Drill 10 – Proofreading -Timed Writings – Writings 8 – 15

Did You Know?

Did you reach a goal of 25 wpm with 4 or fewer errors over 2 minutes?

Earn a proficiency certificate to prove your speed and accuracy. Use it when you apply for work.



		1-71 cont'd	-Timed Writing 20 – Skill Transfer
	Numeric Keypad	Watch video 1-77 – 1-82	https://play.vidyard.com/G2EGegJLgaNMpGoTXSGkzX -Read page 1-77 Overview and Standard Plan for Numeric Drills -Drill 1 – 4, 5, 6, and Enter -Drill 2 – 7, 8, 9 -Drill 3 – 1, 2, 3 -Drill 4 – Decimal -Drill 5 – Review *Consider enrolling in Keyboarding 2 for a comprehensive overview of Word Processing using Microsoft Word.  *CIS 100, Introduction to Computer Applications, is the comprehensive Microsoft Office course to help prepare for the Microsoft Office Specialist Certification exam. The class is offered every semester.