

If you print, print in grayscale.

If you print out page with hyperlinks, you will not be able to use the links.



Keyboarding 2 – Week 3 Assignments

NOTE: (All files created in lessons should be saved into a new folder labeled *22576 firstname, lastname, Lesson #*, where you use your real name and the real number for the lesson.) Turn in the folder by dragging into instructor's shared Google Drive "Drag Folders Here" folder. This is how you turn in your folders.

Week	Module	Lessons	Pages in ebook	Teaching/Learning/Evaluation Content
3 Mon. 9/7	4 Memos and Letters	32 Memos and Email	2-38	Memos and Email -Warmup -Skill Building – Timed Writing – All Letters -Date and Time New Commands -Vertical Page Position -Drill 1 – Date and Time -Electronic Mail and Memos -Apply It – 32-d1, 32-d2, 32-d3
	4 Memos and Letters Cont'd	33 Block Letter	2-44	-Warmup -New Commands – Remove Space After Paragraph -Drill 1 – Remove Space -33c – Spelling -33d – Business Letters; Salutations; Complimentary Closings; Proofread and Finalize a Document; Letter Parts; Block Letter Style -Apply It – 33-d1, 33-d2, 33-d3
3 Mon. 9/7		34 Block Letter with Envelope	2-50	-Warmup -Skill Building – Timed Writing – All Letters -Improve Keyboarding -New Commands – Envelopes -Drill 1 -Drill 2 -Additional Letter Parts -Apply It – 34-d1, 34-d2, 34-d3
	4 Memos and Letters Cont'd.	35 Modified Block Letter Cont'd next page	2-54	-Warmup -New Commands – Tabs -Drill 1 -35c – Modified Block Letter -Apply It – 35-d1, 35-d2, 35-d3

If you print, print in grayscale.

If you print out page with hyperlinks, you will not be able to use the links.

3 Mon. 9/7	4 Memos and Letters Cont'd.	36 Palmetto Event Solutions, Inc.	2-58	-Warm up -Timed Writing – All Letters -Project Setting – <u>Read the About Us section on page 2-37 to review information about Palmetto Event Solutions. Carefully read the Standard Operating Procedures for the project. You will not be reminded to do these steps. Refer to them as needed during the project.</u> -Data Files – Extra documents you will need to complete an assignment. Instructor will provide the data files. -36-d1 – Palmetto Memo -36-d2 – Palmetto Letterhead Portland -36-d3 – Letter Palmetto Portland (Skip 36-d4)
		37 Assessment Modules 3 and 4)	2-61	-Warmup -Apply It – 37-d1, 37-d2, 37-d3, 37-d4