

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 4 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
4 Mon. 9/14	Module 5: Tables	38 Create Tables	2-63	-38a – Warmup
			2-64 – 2-65	-38b – Skill Building – Timed Writing (All Letters)
			2-66	-39c – New Commands – Table Overview, Use the Table Grid, Move within a Table
			2-67	-Drill 1 – Create Table using the Table Grid - Use the Insert Table Command
			2-68	-Drill 2 – Create and Format Table -Apply It – 38-d1 – Create Table
				-Apply It - 38-d2 – Create Table
				-Apply It - 38-d3 – Create Table
		39 Table Tools— Layout	2-69 – 2-70	-39a – Warmup
			2-70 – 2-71	-39b – Skill Building – Textbook Keying
			2-71 – 2-72	-39b – New Commands – Layout Tab, Select Portions of a Table, Adjust Column Width
			2-72	-Drill 1 – Adjust Column Width Using Autofit
			2-73	-Drill 2 – Adjust Column Width and Center Table -Drill 3 – Adjust Cell Height and Width -Apply It – 39-d1 – Create Table, Adjust Cell Height and Width, Center Horizontally
		40 Table Tools—	2-74 – 2-75	-Apply It – 39-d2 – Create Table Adjust Cell Sizes
			2-75	
			2-76	-40a – Warmup

Did You Know?

Tables in documents:

- Improve readability and organization for better structure and faster scanning allowing for easier comparison;
- Provide professional design and layout for visual hierarchy using headings, rows, and organized spacing with clean alignment, looking more polished and easy to follow;
- Afford functional and dynamic features for data tracking and accessibility.

Result	Option 1	Option 2	Option 3
Analysis 1			✓
Analysis 2			✓
Analysis 3			✓
Analysis 4			✓
Analysis 5			✓
Analysis 6			✓

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		Change Table Structure	2-77	-40b – Skill Building – Textbook Keying	Did You Know? Built-in styles are combinations of formatting characteristics that you can apply to text to quickly change its appearance. For example, applying the Heading 1 style might make text bold, Arial, and 16-point, and applying the Heading 2 style makes text bold, italic, Arial, and 14-point. In other words, a style is a set of formatting characteristics that you can apply to text, tables, and lists in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats in one simple task. 
			2-77	-40c – New Commands – Insert a Column or Row	
			2-78	-Drill 1 – Insert Row and Column	
			2-79	-Drill 2 – Insert Rows and Columns	
			2-78	-Drill 3 – Merge and Split Cells	
		41 Table Tools— Design and Tables Within Documents	2-78	-Apply It – 40-d1 – Insert Column/Row and Merge	
				-Apply It – 40-d2 – Insert and Delete Rows	
				-Apply It – 40-d3 – Insert and Delete Columns and Rows	
			2-79	-Communication – 40d – Abbreviations	
			2-79 – 2-80	-41a - Warmup	
			2-80	-41b – Skill Building – Timed Writing (All Letters)	
			2-81	-41c – New Commands – Design Tab, Table Styles	
				-Drill 1 – Table Styles and Style Options	
			2-82	-Application Review – Position a Table in a Document	
			2-83	-Drill 2 – Position a Table in a Document	
		42 Palmetto Event Solutions, Inc.		-Apply It – 41-d1 – Table with Table Style	
				-Apply It – 41-d2 – Memo with Table	
			2-85	-Apply It – 41-d3 – Block Letter with Table	
			2-85	-42a – Warmup	
			2-86	-42b – Skill Building – Timed Writing (All Letters)	
			2-87	-Project Setting – Read on page 2-85.	
			2-88	-42-d1 – Seminar Schedule Table	
				-42-d2 – Memo with Table	
				-42-d1 – Table with Table Style	