



Keyboarding 2 – Week 5 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
5 Mon. 9/21	Module 6: Reports	43 Unbound Reports	2-89	-43a – Warmup
			2-90	-43b – Skill Building – Timed Writing (All Letters)
			2-91	-43c – New Commands – Document Themes; Styles; Footnotes
			2-92	-Drill 1 – Themes
			2-93	-Drill 2 – Styles
			2-95	-Drill 3 – Footnotes
		44 Leftbound Reports	2-96	-Drill 4 – Delete Footnotes
			2-97	-43d – Document Design – Unbound Report Format
			2-98-2-99	-43-d1 - Apply It – Unbound Report
			2-100	-43-d2 – Apply It – Edit Report
			2-100-2-101	-44a – Warmup
			2-102	-44b – Skill Building – Improve Keystroking
				-44c – Communication – Number Expression
				-44d – New Commands – Margins
				-Drill 1 – Margins
				-44d cont’d – Find and Replace
				-Drill 2 – Navigation
				-44e – Document Design – Leftbound Report
				-44-d1 – Apply It – Leftbound Report

Did You Know?

Typing certificates are often useful when applying for office-based jobs with significant typing duties. Employers may require typists with a minimum words-per-minute typing speed and a high rate of accuracy.

A typing certification is required when applicants apply for State civil service clerical positions such as Office Assistant (Typing) and Office Technician (Typing).

When I began working, I had a typing certificate and a shorthand certificate. I was able to advance quickly from typist clerk to medical transcriber to medical stenographer and increase monthly pay several hundred dollars per month. Needless to say, I was a happy camper! :)

	45 Multiple- Page Reports	2-103	-44-d2 – Edit Report
			-45a – Warmup
		2-104	-45b – New Commands – Page Numbers
			-45b cont’d – Line and Page Breaks
		2-105	-Drill 1 – Page Numbers
			-45b cont’d – Symbols and Special Characters
		2-106	-Drill 2 – Symbols and Special Characters
		2-107	-45c – Document Designs – Multiple Page Report
			-45-d1 – Apply It – Multiple Page Report
			-45-d2 – Apply It – Edit Report
	46 Reports in MLA Style	2-110	-46a – Warmup
			-46b – New Commands – Header
		2-111	-Drill 1 – Header
			-46b cont’d – Save As Template
		2-112	-Drill 2 – Save As Template
			-46b cont’d – Save As Template
			-46b cont’d – Hanging Indent
		2-113	-Drill 3 – Hanging Indent
		2-114-2-116	-46c – Document Design – MLA Report Style
			-46c cont’d – Internal Citations in MLA Style
		2-117	-46c cont’d – Works Cited Page in MLA Style
			-46-d1 – Apply It – MLA Template
		-46-d2 – MLA Report	
		-46-d3 – Works Cited Page	
	47 Reports in APA Style	2-118-2-120	-47a – Warmup
		2-121	-47b – Document Design – APA Report Style
		2-122	-47b cont’d – Internal Citations in APA Style
			-47-d1 – APA Template
			-47-d2 – APA Report
			-47-d3 - Bibliography

Did You Know?

How to get a job as a typist cle

Hiring managers expect a typist have soft skills such as customer service skills, detail oriented, and organizational skills. It takes an average of less than 1 month of job training to become a typist. Getting a typist certification like the Word Certification will help you to earn more.

OCC offers a class to prepare you for Microsoft Office Specialist Certification (aka MOS Certification). Hiring managers are very impressed when you present your MOS Certification on your resume package.



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		48 Palmetto Event Solutions, Inc.	2-123 2-124 2-124-2-125 2-126 2-127	-48a – Warmup -48b – Improve Keystroking -48c – Timed Writing -Project Setting – Palmetto Event Solutions, Inc. -48-d1 – Request for Proposals -48-d2 – Speaker Form -48-d3 – Letter
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