



Keyboarding 2 – Week 6 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
6 Mon. 9/28	Module7: Graphics	50 Pictures, Online Pictures, and Video	2-130	-50a – Warmup
			2-131	-50b – Skill Building – Timed Writing (All Letters)
			2-131-	-50c – New Commands – Learning About Graphics; Pictures
			2-133	-Drill 1 – Insert Picture
			2-133	-50c cont'd – Format Pictures
			2-133	-Drill 2 – Size Picture
			2-134	-Drill 3 – Format Picture
			2-134	-50c cont'd – Online Pictures
			2-135	-Drill 4 – Insert and Format Online Pictures
			2-135	-50c cont'd – Online Video
		51 SmartArt and WordArt	2-136	-Drill 5 – Insert and Play Video
			2-136	-50c cont'd – Page Border
			2-137	-Drill 6 – Page Borders
			2-138	-50-d1 – Apply It – Document and Graphics
			2-138	-50-d2 – Document with Page Border
		51 SmartArt and WordArt	2-139	-51a – Warmup
			2-140	-51b – Skill Building – Improve Techniques
			2-141	-51c – New Commands – SmartArt
			2-141-	-Drill 1 – SmartArt
			2-141-	--51c cont'd – Add Shapes
			2-141-	-Drill 2 – Add Shapes
			2-141-	-51c cont'd - WordArt

Did you know?*

A positive attitude in the workplace improves productivity, reduces stress, and builds stronger teamwork.

Positivity matters because:

- **Contagious energy:** Emotions spread easily, and optimism encourages others to mirror that behavior.
- **Better problem-solving:** A positive mindset helps you focus on finding solutions instead of complaining.
- **Lower stress:** Viewing setbacks as learning opportunities reduces burnout and tension.



*www.quillgroup.com

			2-142	-Drill 3 – WordArt	Did you know? Microsoft Word is the most widely used word processing software according to a user tracking system built into the software. Microsoft estimates that roughly half a billion people use the Microsoft Office suite,^[4] which includes Word. Many other word processing applications exist, including WordPerfect (which dominated the market from the mid-1980s to early-1990s on computers running Microsoft's MS-DOS operating system, and still (2014) is favored for legal applications), Apple's Pages application, and open-source applications such as OpenOffice.org Writer, LibreOffice Writer, AbiWord, KWord, and LyX. Web-based word processors such as Office Online or Google Docs are a relatively new category. *Source: Wikipedia 
				-51d – Communication – Capitalization	
			2-144	-51-d1 – Apply It – Memo Form with Graphics	
				-51-d2 – Apply It – Document with Graphics	
			2-145	-51-d3 – Apply It – Announcement with Online Picture, WordArt, and Border	
		52 Documents with Columns	2-146	-52a – Warmup	
				-52b – Skill Building – Improve Techniques	
				-52c – New Commands – Columns of Equal Width	
			2-147	-Drill 1 – Columns	
				-Drill 2 – Line Between Columns	
			2-148	-Drill 3 – Remove Line and Add Graphics	
			2-148-2-150	-52-d1 – Apply It – Newsletter	