



Keyboarding 2 – Weeks 7 & 8 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
7 & 8 Mon. 10/5	7 Palmetto Event Solutions, Inc.	53	2-151 2-151 2-152	-53a – Warmup -53b – Skill Building – Timed Writing (All Letters) -Project Setting: Palmetto Event Solutions, Inc. -53-d1 – Organization Chart -53-d2 – Memo with Graphics -53-d3 – Newsletter
7 & 8 Mon. 10/5	8 Module 8: Palmetto Event Solutions and	54-55	2-153 2-155 2-155 2-156 2-157 2-158 2-159 2-160	-54a – Warmup -Project Setting: Palmetto Event Solutions, Inc. -Kansas City Office -8-d1 – Letter -8-d2 – Memo -8-d3 – Invitation -8-d4 – Table -8-d5 – Report with Table -8-d6 – Newsletter
7 & 8 Mon. 10/5	Skill Builder 3	Skill Development (Skill Builder 3)	1-75 1-76	Lesson D – Skill Building -Drill 13 – Adjacent Key Review -Timed Writings – Writing 26 Lesson E – Skill Building -Drill 14 – Letter Combinations -Timed Writings – Writing 27

Did you know?

SAM will be available for you to use for 1 year. Email me at online.watson@gmail.com to let me know if you want to continue using it after the class over.

Please consider enrolling in CIS 100 (Introduction to Computer Applications). You will apply what you have learned for Word, Excel, Access, and PowerPoint. And it will help you prepare for the Microsoft Office Specialist Certification (MOS Certificate), which is a wonderful addition to your resume.

