**Keyboarding - WEEK 2**

1. Pre-Test & Concentration Activities
	* COMPLETE – 5 – MINUTE TYPING TEST – take a screen shot and place on template provided.
	* SELECT PRACTICE TYPING AND BEGIN LESSONS. COMPLETE ALL 7 PARTS OF LESSON 1 AND SCREEN SHOT EACH COMPLETION MODULE(SEE SAMPLE)
	* SAVE FILE AS PRETEST AND LESSON 1 TYPINGTEST.COM



AS YOU COMPLETE EACH LESSON, PLEASE MAKE SURE YOU ARE TAKING SCREEN SHOTS (fn+PRINT SCREEN) OR USING SNIPPIT TOOL TO CAPTURE EACH PART OF LESSON. YOU WILL THEN PASTE(CTRL+V) EACH CAPTURE IN THE APPROPRIATE PART OF TEMPLATE.

**PRETEST LESSON 3**

**LESSON 4 LESSON 5**

**LESSON 6 LESSON 7**

1. **COMPLETE KEYBOARD LAYOUT – TURN IN THE INBOX WHEN FINISHED**
2. **Website to Access:**

<http://www.typingclub.com/>

(Complete lessons 1-8. SAVE AS PDF and turn IN ON STUDENT DRIVE for credit)

**COMPLETE LESSONS 1-3**

**LESSON 4 – F & J(NEED SCREENSHOT)**

**COMPLETE LESSONS 4-5**

**LESSON 6 – D & K(NEED SCREENSHOT)**

**LESSON 7 – D & K(NEED SCREENSHOT)**

**LESSON #8 – F D J K(NEED SCREENSHOT)**

**Lesson #1-8 – COMPLETION(NEED SCREENSHOT)**