

Keyboarding - Weekly Task List & Performance Objectives

Week 7:

Day 1-2 (Thursday/Friday): Typing.com Website

Become a member of Mrs. Kiel's Class - <https://www.typing.com/join#5D9B1623E0A41>

Lessons: Work on and try to complete areas in the "Intermediate Section"

Lessons 1 – 4 **INTERMEDIATE LESSONS**

Lessons 5 - 10 **ON TO SENTENCES**

Special Note: MAKE SURE THAT WHEN YOU SIGN UP FOR CLASS ON TYPING.COM THAT YOU USE YOUR FULL NAME. I WILL NOT BE ABLE TO GRADE ASSIGNMENTS IF YO DO NOT HAVE FULL NAME ON ACCOUNT

Day 3 (Monday): BUDGET ASSIGNMENT - INTRO

Day 4 (Tuesday): WORK ON BUDGET ASSIGNMENT

Day 5 (Wednesday): CONTINUE TO WORK ON BUDGET ASSIGNMENT

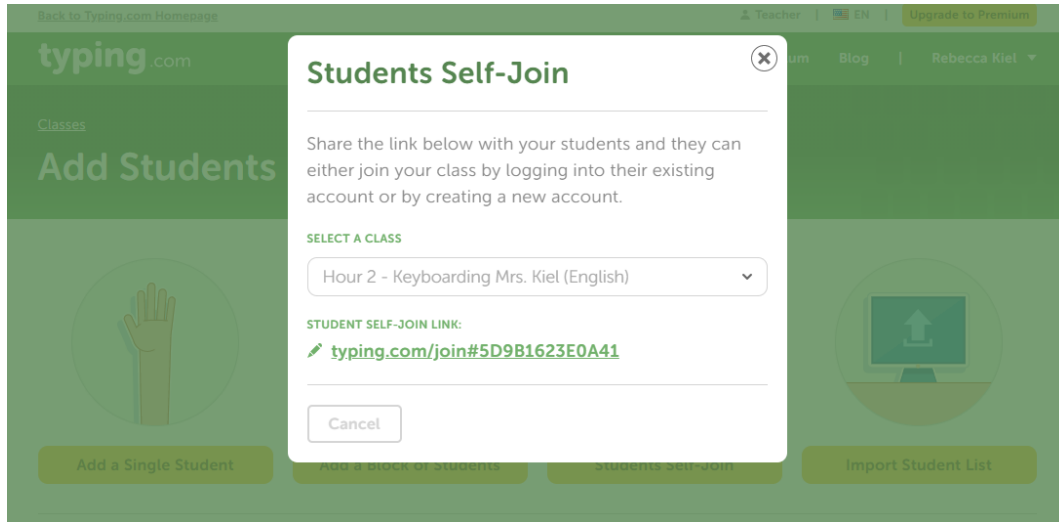
Website to go to:

<https://www.typing.com>

[typing.com/join#5D9B1623E0A41](https://www.typing.com/join#5D9B1623E0A41)

What to do:

- Self-Join
- Code: 5D9B1623E0A41



| Intermediate | | |
|---------------------------------|------------|----------------------|
| INTERMEDIATE LESSONS | # of Words | Time Limit |
| 1. Common English Words | 180 | View |
| 2. Easy Home Row Words | 229 | View |
| 3. Easy Top Row Words | 222 | View |
| 4. Easy Bottom Row Words | 157 | View |
| ON TO SENTENCES | # of Words | Time Limit |
| 5. Shift Key and Capitalization | 104 | View |
| 6. Basic Punctuation | 148 | View |
| 7. Intermediate Punctuation | 102 | View |
| 8. Quick Sentences | 122 | View |
| 9. Short Paragraphs | 196 | View |
| 10. Speed Drills | 82 | View |