

Keyboarding - Weekly Task List & Performance Objectives

Agenda Week 10:

Day 2-5: **Skill-Building Assignment:** Using your typing book

See Pages #19-26 for typing our your “Skill Building” Lessons #9, #10 & #12 exercises

Students are to complete each lesson (3x’s each)

Save all work in the correct format sheet.

THIS WILL BE TURNED IN ON FRIDAY!

DO NOT LOOK AT KEYS ONCE YOU START THE LESSON

- Use formatted sheet to complete the skill-building assignment and save properly

Note:

- You **MUST** save your work in YOUR drive (H: Drive) and if you don’t finish, you will finish your work the next day in-class or before/after school hours.
- Be organized with your files – Save in H: drive – Save in Keyboarding folder – Save in Week 10 folder
- **ONCE YOU ARE ALL DONE WITH THE ENTIRE PROJECT, SAVE AS POWER POINT AND PDF AND THEN PLACE IN IN STUDENT TURN-IN FOLDER - I:\Students\~Graphic Design & Imaging\ - Graphics Student Hand-In Folder\~KIEL - STUDENT HAND IN FOLDER\Hour 2 - KEYBOARDING\2ND QUARTER\WEEK 10**