

## Keyboarding - Weekly Task List & Performance Objectives

### Agenda Week 3:

Day 1: **Skill-Building Assignment:** Do this with a friend or classmate

On page #4 of book, each student will type the “Skill Building” lessons 1F,1G,1H

Complete each lesson 2 x’s. Take a break in-between lessons. Check for errors when completed.

#### **DO NOT LOOK AT KEYS ONCE YOU START THE LESSON**

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

Day 2: **Skill-Building Assignment:** Do this with a friend or classmate

On page #5-6 of book, each student will type the “Skill Building” lessons 2A, 2B, 2C, 2D, 2E

Complete each lesson 2 x’s. Take a break in-between lessons. Check for errors when completed.

#### **DO NOT LOOK AT KEYS ONCE YOU START THE LESSON**

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

Day 3: **Skill-Building Assignment:** Do this with a friend or classmate

On page #7-8 of book, each student will type the “Skill Building” lessons 3A – 3F

Complete each lesson 2 x’s. Take a break in-between lessons. Check for errors when completed.

#### **DO NOT LOOK AT KEYS ONCE YOU START THE LESSON**

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

Day 4: Finish any skill building assignments that need to be completed

Day 5: Quick Quiz & “Catch Up Day” & Teacher/Student Grade Review

If done with all work, students are encourage to play the typing games listed below.

**Skill-Building Assignment Instructions:** Do this with a friend or classmate. Student timer must write in time, signature and errors amount

#### **Note:**

- You MUST save your work in the correct 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 3 folder

**Mrs. Kiel & Mr. Youngblood Keyboarding Websites: (Website Resources for Practice Typing)**

<https://www.learntyping.org/typinggames.htm> (Falling Words Game – Several Levels to Play)