Keyboarding - Weekly Task List & Performance Objectives

Week 5:

MicroType5 Software & Lessons

Day 1: MicroType5

Lessons: 7-14 (Alphabetic Keyboarding) / Typing Speed Test: https://www.typingtest.com/

After taking the 1 minute test, do it 3 times. Copy each result by snipping, paste into Word file and save for grade.

Instructions: Go through the lessons in MicroType5, perform the tasks required in the lesson.

Print Report: DO NOT SAVE PDF REPORT UNTIL END OF THE WEEK (FRIDAY)

Day 2: MicroType5

Lessons: 7-14 (Alphabetic Keyboarding)

Instructions: Go through the lessons in MicroType5, perform the tasks required in the lesson.

Print Report: DO NOT SAVE PDF REPORT UNTIL END OF THE WEEK (FRIDAY)

Day 3: MicroType5

Lessons: 7-14 (Alphabetic Keyboarding)

Instructions: Go through the lessons in MicroType5, perform the tasks required in the lesson.

Print Report: DO NOT SAVE PDF REPORT UNTIL END OF THE WEEK (FRIDAY)

Day 4: MicroType5

Lessons: 7-14 (Alphabetic Keyboarding)

Instructions: Go through the lessons in MicroType5, perform the tasks required in the lesson.

Print Report: DO NOT SAVE PDF REPORT UNTIL END OF THE WEEK (FRIDAY)

Day 5: MicroType5

Lessons: 7-14 (Alphabetic Keyboarding)

PRINT STUDENT SUMMARY REPORTS of lessons #6-10 (AFTER ALL OF THIS WEEKS LESSONS)

File Management: Make sure all files, all student work and student summary reports are saved as a pdf. file type

Students can read quietly, review grades, ask questions or continue with lessons when finished.

Important Information: **Lessons #7-14 in MicroType5 should be completed by the end of class Friday.**