

# Keyboarding - Weekly Task List & Performance Objectives

Week 6:

## MicroType5 Software & Lessons

**Day 1:** MicroType5

**Lessons: 15-20 (Alphabetic Keyboarding)**

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

**Print Report:** DO NOT SUBMIT REPORT UNTIL END OF THE WEEK (FRIDAY)

**Day 2:** MicroType5

**Lessons: 15-20 (Alphabetic Keyboarding)**

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

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**Day 3:** MicroType5

**Lessons: 1-2 (Numeric Keyboarding)**

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

**Print Report:** DO NOT SUBMIT REPORT UNTIL END OF THE WEEK (FRIDAY)

**Day 4:** MicroType5

**Lessons: 3-6 (Numeric Keyboarding)**

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

**Print Report:** DO NOT SUBMIT REPORT UNTIL END OF THE WEEK (FRIDAY)

**Day 5:** MicroType5

**Lessons: 7-10 (Numeric Keyboarding)**

**Print Report:** DO NOT SUBMIT REPORT UNTIL END OF THE WEEK (FRIDAY)

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.