

Keyboarding - Weekly Task List & Performance Objectives

Week 8:

(Resource) - Typing.com Software & Lessons

Day 4 (Thursday): Resource is Typing.com

Lessons: Finish Intermediate Level (Lessons #7-11)

Instructions: Go through the lessons in Typing.com, perform the tasks required in each lesson.

Make sure you are in the “Intermediate Level” and use the class time wisely.

If you finish early, go back and complete the “Beginner Level” for EXTRA CREDIT.

Print Report: Teacher will print report sheets at the end of the week

TO BE TURNED IN: Create a Student Progress/Completion Page FOR TYPING.COM:

IN YOUR TYPING.COM ACCOUNT

- **TYPING TESTS ON FRIDAY minutes of class**
 - TAKE THE 1 MINUTE TEST(Complete the typing test 5 x's)
 - TAKE THE 3 MINUTE TEST(Complete the typing test 5 x's)
 - TAKE THE 5 MINUTE TEST(Complete the typing test 5 x's)
 - Take a screenshot of each test you take(15 TESTS).
 - PLACE EACH SCREEN SHOT IN A WORD DOC
 - MAKE SURE YOU LABEL EACH TEST
 - EXAMPLES
 - 1 MINUTE TEST – 1ST TIME
 - 1 MINUTE TEST – 2ND TIME
 - 1 MINUTE TEST – 3RD TIME
 - SAVE and **PLACE ON STUDENT DRIVE IN TYPING.COM TIMED TEST RESULTS** for teacher to review.
1. When done with all 5 TESTS, MOVE ON TO NEXT PART OF AGENDA(BELOW).

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Microsoft Word – Personal Interests, Career Planning & Pictures

Day 5: You will type a one-page paper about yourself, your interests and career plans

- We will cite a minimum of two sources for information related to your career choice
- The goal of this exercise is to obviously type a well-structured paper, but also to make you think about what you want to do in your future.
- You must attach at least 2 pictures and small samples of research you found.
- Complete the assignment and save a copy as a pdf. file type
- Teacher will publish your work on PowerPoint and set up a slide show