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Keyboarding 2 – Week 1 Assignments

Week	Module	Lessons	Pages in ebook	Teaching/Learning/Evaluation Content
1 Mon. 8/24	3	SAM	(Preassessment timed writing is in SAM.)	-Watch How to Get Started in SAM (Institution Key, T2025199) Keyboarding Assessment/Placement -Watch Keyboarding in SAM – Timed Writings Complete the Pre-assessment in SAM. Review Lessons from Module 1 -Lesson 11 Review, Skill Building 11b -Skill Builder 2 Timed Writing 8 & 9 -Lesson 12 Review, Skill Building 12b -Skill Builder 2 Timed Writing 10 & 11 -Lesson 13 Review, Skill Building 13b -Skill Builder 2 Timed Writing 12 & 13 Module 3: Word 2016 Essentials and Skill Builder 3 -Getting Started with Word – All of Lesson 26 is done with MS Word. If you do not have Office 365 with Word, use Canvas AppStream application to access Word on the campus network. -Save all Word files in the folder lesson 26 tells you to create.
		11 & TW 8, 9	1-29 1-67	
		12 & TW 10, 11	1-31 1-67 – 68	
		13 & TW 12, 13	1-33 1-68	
		26 (You will not need SAM for Lesson 26.)	2-2	

Did You Know?

What you will learn in Keyboarding 2:

- ☒ Business letter formats
- ☒ Envelopes
- ☒ Labels
- ☒ Memos
- ☒ Emails
- ☒ Business reports
- ☒ Proofreading
- ☒ Academic reports
- ☒ Tables
- ☒ Columns
- ☒ APA/MLA Styles
- ☒ Punctuation
- ☒ Grammar
- ☒ Plus a whole lot more....

Oh my goodness!

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1 Mon. 8/24		27	2-10	-When finished with Lesson 26, use the shared Google Drive link I sent you to share my folder, “Drag Folders Here” on my Google Drive. Text Formats – 27a is in SAM. Use the ebook for 27b, -Create a folder labeled “22576 <i>firstname lastname Lesson 27</i>”, where you use your real first name and real last name. -Save any files you create in Lesson 27 in this folder.
			2-11 – 2-14	-Pages 2-11 through 2-14 is all reading and doing in the ebook and using Word to create files. File instructions will tell you what to name the files. -When Lesson 27 is completed, zip the folder and drag into my shared Google Drive “Drag Folders Here”).
		28	2-15	Paragraph Formats – 28a in SAM. Use the ebook for 28b. -Create a folder labeled “22576 <i>firstname lastname Lesson 28</i>”, where you use your real first name and real last name. -Save any files you create in Lesson 27 in this folder.
				-Pages 2-15 through 2-20 is all reading and doing in the ebook and using Word to create files. File instructions will tell you what to name the files. -When Lesson 27 is completed, zip the folder and drag into my shared Google Drive “Drag Folders Here”).