

If you print, print in grayscale.

If you print out page with hyperlinks, you will not be able to use the links.



Keyboarding 2 – Week 2 Assignments

Week	Module	Lessons	Pages in ebook	Teaching/Learning/Evaluation Content
2 Mon. 8/ 31	Lessons 29-31 are all in Module 3.	29	2-21	Format Paragraphs/Navigate Documents Warmup Skill Building Timed Writing 29C New Commands Drill 1 – Bullets and Numbering
			2-22	Read through pages 2-23 to 2-25
			2-23 – 2-25	Drill 2 – Navigation and View
			2-25	Read through 2-25 to 2-26
			2-25 – 2-26	Drill 3 – Spelling and Grammar
			2-26	Read through page 2-27
			2-27	Drill 4 – Thesaurus and Word Count
			2-28	Apply It
			2-29 – 2-33	Clip Board Commands and Center Page Drills 1, 2, 3 & 4
			2-34	Apply It
		30	2-35 – 2-37	Palmetto Event Solutions, Inc. Warmup Skill Building Drills 31-d1, 31-d2, & 31-d3
			2-36 – 2-37	

Did You Know?

Jobs that require excellent keyboarding skills:

1. Data Entry Clerk
2. Customer Support Representative
3. Caption Editor
4. Medical Transcriptionist
5. Virtual Assistant
6. Medical Biller
7. Proofreader
8. Technical Writer
9. Translator
10. Grant Writer
11. Paralegal
12. Copywriter

