

Keyboarding 2 Assignment Checklist

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(If you already have a GDP account, you do not need to create a 2nd account.)

Print this assignment sheet.

As you finish the lessons in the GDP Keyboarding online software,
check them off in the checkoff column.

| Week 1 | Start Date | Due Date | Check off when complete |
|---|------------|----------|-------------------------|
| 26A: Warmup | 8/26/2024 | 9/2/2024 | |
| 26B: Sustained Practice: Punctuation | 8/26/2024 | 9/2/2024 | |
| 26C: 3-Minute Timed Writing | 8/26/2024 | 9/2/2024 | |
| 26D: Basic Parts of a Business Letter | 8/26/2024 | 9/2/2024 | |
| 26E: Business Letters in Block Style | 8/26/2024 | 9/2/2024 | |
| 26F: Correspondence 26-3: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 26G: Correspondence 26-4: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 26H: Correspondence 26-5: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 27A: Warmup | 8/26/2024 | 9/2/2024 | |
| 27B: MAP+: Alphabet | 8/26/2024 | 9/2/2024 | |
| 27C: Progressive Practice: Alphabet | 8/26/2024 | 9/2/2024 | |
| 27D: Commas and Sentences | 8/26/2024 | 9/2/2024 | |
| 27E: Enclosure Notations | 8/26/2024 | 9/2/2024 | |
| 27F: Correspondence 27-6: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 27G: Correspondence 27-7: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 27H: Correspondence 27-8: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |
| 28A: Warmup | 8/26/2024 | 9/2/2024 | |
| 28B: Paced Practice | 8/26/2024 | 9/2/2024 | |
| 28C: 3-Minute Timed Writing | 8/26/2024 | 9/2/2024 | |
| 28D: Envelopes | 8/26/2024 | 9/2/2024 | |
| 28E: Folding Letters | 8/26/2024 | 9/2/2024 | |
| 28F: Labels | 8/26/2024 | 9/2/2024 | |
| 28G: Word Processing: Envelopes, View Gridlines, and Labels | 8/26/2024 | 9/2/2024 | |
| 28H: Correspondence 28-9: Envelope | 8/26/2024 | 9/2/2024 | |
| 28I: Correspondence 28-10: Envelope | 8/26/2024 | 9/2/2024 | |
| 28J: Correspondence 28-11: Mailing Labels | 8/26/2024 | 9/2/2024 | |
| 28K: Correspondence 28-12: Mailing Labels | 8/26/2024 | 9/2/2024 | |
| 28L: Correspondence 28-13: Envelope | 8/26/2024 | 9/2/2024 | |
| 29A: Warmup | 8/26/2024 | 9/2/2024 | |
| 29B: MAP+: Symbol | 8/26/2024 | 9/2/2024 | |
| 29C: Pretest: Close Reaches | 8/26/2024 | 9/2/2024 | |
| 29D: Practice: Adjacent Keys | 8/26/2024 | 9/2/2024 | |
| 29E: Practice: Consecutive Fingers | 8/26/2024 | 9/2/2024 | |
| 29F: Posttest: Close Reaches | 8/26/2024 | 9/2/2024 | |
| 29G: Spelling | 8/26/2024 | 9/2/2024 | |
| 29H: Basic Parts of a Memo | 8/26/2024 | 9/2/2024 | |
| 29I: Memos | 8/26/2024 | 9/2/2024 | |
| 29J: Memos with Attachment Notations | 8/26/2024 | 9/2/2024 | |
| 29K: E-Mail with Attachments | 8/26/2024 | 9/2/2024 | |
| 29L: Word Processing: E-Mail—Attachment Notations | 8/26/2024 | 9/2/2024 | |
| 29M: Correspondence 29-14: Memo | 8/26/2024 | 9/2/2024 | |
| 29N: Correspondence 29-15: Memo | 8/26/2024 | 9/2/2024 | |
| 29O: Correspondence 29-16: E-Mail Message | 8/26/2024 | 9/2/2024 | |
| 30A: Warmup | 8/26/2024 | 9/2/2024 | |
| 30B: 12-Second Speed Sprints | 8/26/2024 | 9/2/2024 | |
| 30C: Technique Practice: TAB Key | 8/26/2024 | 9/2/2024 | |
| 30D: 3-Minute Timed Writing | 8/26/2024 | 9/2/2024 | |
| 30E: Word Processing: Italic and Underline | 8/26/2024 | 9/2/2024 | |
| 30F: Correspondence 30-17: Memo | 8/26/2024 | 9/2/2024 | |
| 30G: Correspondence 30-18: E-Mail Message | 8/26/2024 | 9/2/2024 | |
| 30H: Correspondence 30-19: Business Letter in Block Style | 8/26/2024 | 9/2/2024 | |

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!