

## Keyboarding 2 Assignment Checklist

[Click here to login to GDP and continue with week 2 lessons.](#)

Print this assignment sheet. Check off completed lessons in the checkoff column.

Week 2	Start Date	Due Date	Check off when complete
31A: Warmup	9/2/2024	9/9/2024	
31B: MAP+: Alphabet	9/2/2024	9/9/2024	
31C: Progressive Practice: Alphabet	9/2/2024	9/9/2024	
31D: Capitalization	9/2/2024	9/9/2024	
31E: Basic Parts of a Business Report	9/2/2024	9/9/2024	
31F: Business Reports	9/2/2024	9/9/2024	
31G: Business Reports with Side Headings	9/2/2024	9/9/2024	
31H: Word Processing: Alignment and Font—Size	9/2/2024	9/9/2024	
31I: Report 31-1: Business Report	9/2/2024	9/9/2024	
31J: Report 31-2: Business Report	9/2/2024	9/9/2024	
32A: Warmup	9/2/2024	9/9/2024	
32B: Sustained Practice: Alternate-Hand Words	9/2/2024	9/9/2024	
32C: 3-Minute Timed Writing	9/2/2024	9/9/2024	
32D: Multipage Business Reports	9/2/2024	9/9/2024	
32E: Business Reports with Paragraph Headings	9/2/2024	9/9/2024	
32F: Word Processing: Page Number, Page Break, and Widow/Orphan Control	9/2/2024	9/9/2024	
32G: Report 32-3: Business Report	9/2/2024	9/9/2024	
32H: Report 32-4: Business Report	9/2/2024	9/9/2024	
33A: Warmup	9/2/2024	9/9/2024	
33B: MAP+: Numbers	9/2/2024	9/9/2024	
33C: Pretest: Discrimination Practice	9/2/2024	9/9/2024	
33D: Practice: Left Hand	9/2/2024	9/9/2024	
33E: Practice: Right Hand	9/2/2024	9/9/2024	
33F: Posttest: Discrimination Practice	9/2/2024	9/9/2024	
33G: Proofreading	9/2/2024	9/9/2024	
33H: Bulleted and Numbered Lists	9/2/2024	9/9/2024	
33I: Business Reports with Lists	9/2/2024	9/9/2024	
33J: Basic Proofreaders' Marks	9/2/2024	9/9/2024	
33K: Word Processing: Bullets and Numbering	9/2/2024	9/9/2024	
33L: Report 33-5: Business Report	9/2/2024	9/9/2024	
33M: Report 33-6: Business Report	9/2/2024	9/9/2024	
34A: Warmup	9/2/2024	9/9/2024	
34B: Progressive Practice: Numbers	9/2/2024	9/9/2024	
34C: Technique Practice: ENTER Key	9/2/2024	9/9/2024	
34D: 3-Minute Timed Writing	9/2/2024	9/9/2024	
34E: Basic Parts of an Academic Report	9/2/2024	9/9/2024	
34F: Academic Reports	9/2/2024	9/9/2024	
34G: Academic Reports with Lists	9/2/2024	9/9/2024	
34H: Word Processing: Line Spacing	9/2/2024	9/9/2024	
34I: Report 34-7: Academic Report	9/2/2024	9/9/2024	
34J: Report 34-8: Academic Report	9/2/2024	9/9/2024	
35A: Warmup	9/2/2024	9/9/2024	
35B: 12-Second Speed Sprints	9/2/2024	9/9/2024	
35C: Paced Practice	9/2/2024	9/9/2024	
35D: Composing Sentences	9/2/2024	9/9/2024	
35E: More Proofreaders' Marks	9/2/2024	9/9/2024	
35F: Word Processing: Cut and Copy; Paste	9/2/2024	9/9/2024	
35G: Report 35-9: Academic Report	9/2/2024	9/9/2024	
35H: Report 35-10: Business Report	9/2/2024	9/9/2024	

### 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

