

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 3	Start Date	Due Date	Check off when complete
36A: Warmup	3/9/2024	3/16/2024	
36B: Sustained Practice: Rough Draft	3/9/2024	3/16/2024	
36C: 3-Minute Timed Writing	3/9/2024	3/16/2024	
36D: Basic Parts of a Table	3/9/2024	3/16/2024	
36E: Tables	3/9/2024	3/16/2024	
36F: Word Processing: Table—Insert and Table—AutoFit to Contents	3/9/2024	3/16/2024	
36G: Table 36-1: Boxed Table	3/9/2024	3/16/2024	
36H: Table 36-2: Boxed Table	3/9/2024	3/16/2024	
36I: Table 36-3: Boxed Table	3/9/2024	3/16/2024	
36J: Table 36-4: Boxed Table	3/9/2024	3/16/2024	
37A: Warmup	3/9/2024	3/16/2024	
37B: MAP+: Alphabet	3/9/2024	3/16/2024	
37C: Progressive Practice: Alphabet	3/9/2024	3/16/2024	
37D: Apostrophes	3/9/2024	3/16/2024	
37E: Table Heading Block	3/9/2024	3/16/2024	
37F: Word Processing: Table—Merge Cells and Table—Border	3/9/2024	3/16/2024	
37G: Table 37-5: Open Table	3/9/2024	3/16/2024	
37H: Table 37-6: Open Table	3/9/2024	3/16/2024	
37I: Table 37-7: Open Table	3/9/2024	3/16/2024	
38A: Warmup	3/9/2024	3/16/2024	
38B: Paced Practice	3/9/2024	3/16/2024	
38C: 3-Minute Timed Writing	3/9/2024	3/16/2024	
38D: Column Headings	3/9/2024	3/16/2024	
38E: Word Processing: Table—Align Bottom, Table—Center Horizontally, and Table—Center Page	3/9/2024	3/16/2024	
38F: Table 38-8: Open Table	3/9/2024	3/16/2024	
38G: Table 38-9: Open Table	3/9/2024	3/16/2024	
38H: Table 38-10: Open Table	3/9/2024	3/16/2024	
38I: Table 38-11: Open Table	3/9/2024	3/16/2024	
39A: Warmup	3/9/2024	3/16/2024	
39B: MAP+: Symbol	3/9/2024	3/16/2024	
39C: Pretest: Horizontal Reaches	3/9/2024	3/16/2024	
39D: Practice: In Reaches	3/9/2024	3/16/2024	
39E: Practice: Out Reaches	3/9/2024	3/16/2024	
39F: Posttest: Horizontal Reaches	3/9/2024	3/16/2024	
39G: Spelling	3/9/2024	3/16/2024	
39H: Ruled Tables with Number Columns	3/9/2024	3/16/2024	
39I: Word Processing: Table—Align Text Right and Table—Borders, Ruled	3/9/2024	3/16/2024	
39J: Table 39-12: Ruled Table	3/9/2024	3/16/2024	
39K: Table 39-13: Ruled Table	3/9/2024	3/16/2024	
39L: Table 39-14: Ruled Table	3/9/2024	3/16/2024	
40A: Warmup	3/9/2024	3/16/2024	
40B: 12-Second Speed Sprints	3/9/2024	3/16/2024	
40C: Technique Practice: SHIFT Key	3/9/2024	3/16/2024	
40D: 3-Minute Timed Writing	3/9/2024	3/16/2024	
40E: Report 40-11: Academic Report	3/9/2024	3/16/2024	
40F: Correspondence 40-20: Business Letter in Block Style	3/9/2024	3/16/2024	
40G: Table 40-15: Ruled Table	3/9/2024	3/16/2024	
Outcomes Assessment 2A: Test 2: 3-Minute Timed Writing	3/9/2024	3/16/2024	
Outcomes Assessment 2B: Correspondence Test 2-21: Business Letter in Block Style	3/9/2024	3/16/2024	
Outcomes Assessment 2C: Report Test 2-12: Academic Report	3/9/2024	3/16/2024	
Outcomes Assessment 2D: Table Test 2-16: Ruled Table	3/9/2024	3/16/2024	
Outcomes Assessment 2AA: Test 2 Alternate: 3-Minute Timed Writing	3/9/2024	3/16/2024	
Outcomes Assessment 2AB: Correspondence Test 2-21A: Business Letter in Block Style	3/9/2024	3/16/2024	
Outcomes Assessment 2AC: Report Test 2-12A: Academic Report	3/9/2024	3/16/2024	
Outcomes Assessment 2AD: Table Test 2-16A: Ruled Table	3/9/2024	3/16/2024	
Objective Test 2A: Part 2: Questions 1-50	3/9/2024	3/16/2024	

Did You Know?

Typing certificates are often useful when applying for office-based jobs with significant typing duties. Employers may require typists with a minimum words-per-minute typing speed and a high rate of accuracy.

A typing certification is required when applicants apply for State civil service clerical positions such as Office Assistant (Typing) and Office Technician (Typing).

When I began working, I had a typing certificate and a shorthand certificate. I was able to advance quickly from typist clerk to medical transcriber to medical stenographer and increase monthly pay several hundred dollars per month. Needless to say, I was a happy camper! :)