

Keyboarding 2 Assignment Checklist

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

Week 6	Start Date	Due Date	Check off when complete
51A: Warmup	9/30/2024	10/7/2024	
51B: MAP+: Alphabet	9/30/2024	10/7/2024	
51C: Progressive Practice: Alphabet	9/30/2024	10/7/2024	
51D: Commas	9/30/2024	10/7/2024	
51E: Basic Parts of a Resume	9/30/2024	10/7/2024	
51F: Resume	9/30/2024	10/7/2024	
51G: Word Processing: Font and Table—Change Column Width	9/30/2024	10/7/2024	
51H: Report 51-26: Resume	9/30/2024	10/7/2024	
51I: Report 51-27: Resume	9/30/2024	10/7/2024	
52A: Warmup	9/30/2024	10/7/2024	
52B: Sustained Practice: Capitals	9/30/2024	10/7/2024	
52C: 5-Minute Timed Writing	9/30/2024	10/7/2024	
52D: Letters of Application	9/30/2024	10/7/2024	
52E: Correspondence 52-35: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	
52F: Correspondence 52-36: Personal-Business Letter in Block Style	9/30/2024	10/7/2024	
52G: Correspondence 52-37: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	
53A: Warmup	9/30/2024	10/7/2024	
53B: MAP+: Numbers	9/30/2024	10/7/2024	
53C: Pretest: Common Letter Combinations	9/30/2024	10/7/2024	
53D: Practice: Word Beginnings	9/30/2024	10/7/2024	
53E: Practice: Word Endings	9/30/2024	10/7/2024	
53F: Posttest: Common Letter Combinations	9/30/2024	10/7/2024	
53G: Proofreading	9/30/2024	10/7/2024	
53I: Report 53-28: Academic Report	9/30/2024	10/7/2024	
53J: Table 53-17: Ruled Table	9/30/2024	10/7/2024	
54A: Warmup	9/30/2024	10/7/2024	
54B: Progressive Practice: Numbers	9/30/2024	10/7/2024	
54C: Technique Practice: TAB Key	9/30/2024	10/7/2024	
54D: 5-Minute Timed Writing	9/30/2024	10/7/2024	
54E: Follow-Up Letters	9/30/2024	10/7/2024	
54F: Correspondence 54-38: Personal-Business Letter in Block Style	9/30/2024	10/7/2024	
54G: Correspondence 54-39: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	
54H: Correspondence 54-40: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	
55A: Warmup	9/30/2024	10/7/2024	
55B: 12-Second Speed Sprints	9/30/2024	10/7/2024	
55C: Paced Practice	9/30/2024	10/7/2024	
55D: Composing Paragraphs	9/30/2024	10/7/2024	
55E: Report 55-29: Resume	9/30/2024	10/7/2024	
55F: Correspondence 55-41: Personal-Business Letter in Block Style	9/30/2024	10/7/2024	
55G: Correspondence 55-42: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	
55H: Report 55-30: Resume	9/30/2024	10/7/2024	
55I: Correspondence 55-43: Personal-Business Letter in Block Style	9/30/2024	10/7/2024	
55J: Correspondence 55-44: Personal-Business Letter in Modified-Block Style	9/30/2024	10/7/2024	

Did you know?



Microsoft Word is the most widely used word processing software according to a user tracking system built into the software.^[citation needed] Microsoft estimates that roughly half a billion people use the Microsoft Office suite,^[d] which includes Word. Many other word processing applications exist, including WordPerfect (which dominated the market from the mid-1980s to early-1990s on computers running Microsoft's MS-DOS operating system, and still (2014) is favored for legal applications), Apple's Pages application, and open source applications such as OpenOffice.org Writer, LibreOffice Writer, AbiWord, KWord, and LyX. Web-based word processors such as Office Online or Google Docs are a relatively new category.

*Source: Wikipedia