

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 7 and 8	Start Date	Due Date	Check off when complete
56A: Warmup	10/7/2024	10/19/2024	
56B: Sustained Practice: Punctuation	10/7/2024	10/19/2024	
56C: 5-Minute Timed Writing	10/7/2024	10/19/2024	
56D: Correspondence 56-45: Business Letter in Block Style	10/7/2024	10/19/2024	
56E: Correspondence 56-46: Memo	10/7/2024	10/19/2024	
56F: Table 56-18: Boxed Table	10/7/2024	10/19/2024	
57A: Warmup	10/7/2024	10/19/2024	
57B: MAP+: Alphabet	10/7/2024	10/19/2024	
57C: Progressive Practice: Alphabet	10/7/2024	10/19/2024	
57D: Number Expression and Hyphenation	10/7/2024	10/19/2024	
57E: Table 57-19: Open Table	10/7/2024	10/19/2024	
57F: Correspondence 57-47: Business Letter in Modified-Block Style	10/7/2024	10/19/2024	
57G: Report 57-31: Business Report	10/7/2024	10/19/2024	
58A: Warmup	10/7/2024	10/19/2024	
58B: Paced Practice	10/7/2024	10/19/2024	
58C: 5-Minute Timed Writing	10/7/2024	10/19/2024	
58D: Correspondence 58-48: E-Mail Message	10/7/2024	10/19/2024	
58E: Correspondence 58-49: Memo	10/7/2024	10/19/2024	
58F: Table 58-20: Ruled Table	10/7/2024	10/19/2024	
59A: Warmup	10/7/2024	10/19/2024	
59B: MAP+: Symbol	10/7/2024	10/19/2024	
59C: Pretest: Close Reaches	10/7/2024	10/19/2024	
59D: Practice: Adjacent Keys	10/7/2024	10/19/2024	
59E: Practice: Consecutive Fingers	10/7/2024	10/19/2024	
59F: Posttest: Close Reaches	10/7/2024	10/19/2024	
59G: Spelling	10/7/2024	10/19/2024	
59H: Report 59-32: Business Report	10/7/2024	10/19/2024	
59I: Table 59-21: Boxed Table	10/7/2024	10/19/2024	
60A: Warmup	10/7/2024	10/19/2024	
60B: 12-Second Speed Sprints	10/7/2024	10/19/2024	
60C: Technique Practice: ENTER Key	10/7/2024	10/19/2024	
60D: 5-Minute Timed Writing	10/7/2024	10/19/2024	
60E: Correspondence 60-50: Business Letter in Block Style	10/7/2024	10/19/2024	
60F: Table 60-22: Open Table	10/7/2024	10/19/2024	
60G: Correspondence 60-51: E-Mail Message	10/7/2024	10/19/2024	
60H: Correspondence 60-52: Memo	10/7/2024	10/19/2024	
Outcomes Assessment 3A: Test 3: 5-Minute Timed Writing	10/7/2024	10/19/2024	
Outcomes Assessment 3B: Correspondence Test 3-53: Business Letter in Block Style	10/7/2024	10/19/2024	
Outcomes Assessment 3C: Correspondence Test 3-54: E-Mail Message	10/7/2024	10/19/2024	
Outcomes Assessment 3D: Report Test 3-33: Business Report	10/7/2024	10/19/2024	
Outcomes Assessment 3AA: Test 3 Alternate: 5-Minute Timed Writing	10/7/2024	10/19/2024	
Outcomes Assessment 3AB: Correspondence Test 3-53A: Business Letter in Block Style	10/7/2024	10/19/2024	
Outcomes Assessment 3AC: Correspondence Test 3-54A: E-Mail Message	10/7/2024	10/19/2024	
Outcomes Assessment 3AD: Report Test 3-33A: Business Report	10/7/2024	10/19/2024	
Objective Test 3A: Part 3: Questions 1-50	10/7/2024	10/19/2024	

Did you know?

GDP will be available for you to use for 1 year. Email me at online.watson@gmail.com to let me know that you want to continue using it after the class over.

Please consider enrolling in CIS 100 (Introduction to Computer Applications) next semester. You will learn so much more about Word, Excel, Access, and PowerPoint. And it will help you prepare for the Microsoft Office Specialist Certification (MOS Certificate), which is a wonderful addition to your resume.



Did You Know?

You now qualify for the OCC Speed & Accuracy Certificate. This requires you to visit campus to do an in-person timed writing. Earn a certificate to prove your speed and accuracy. Use it when you apply for work.



The End - Don't forget to register for CIS 100 next semester. The syllabus is on my website. :)