

Keyboarding 1 Assignment Checklist

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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
1A: Home-Row Position	8/26/2024	9/2/2024	
1B: The SPACE BAR and ENTER Keys	8/26/2024	9/2/2024	
1C: Practice The Home-Row Keys	8/26/2024	9/2/2024	
1D: The F and J Keys	8/26/2024	9/2/2024	
1E: The D and K Keys	8/26/2024	9/2/2024	
1F: The S and L Keys	8/26/2024	9/2/2024	
1G: The A and ; Keys	8/26/2024	9/2/2024	
1H: The BACKSPACE Key	8/26/2024	9/2/2024	
1I: Word Building	8/26/2024	9/2/2024	
1J: 1-Minute Timed Writing	8/26/2024	9/2/2024	
1A Enrichment: New-Key Reinforcement	8/26/2024	9/2/2024	
1B Enrichment: Short Phrases	8/26/2024	9/2/2024	
1C Enrichment: Paragraph Typing	8/26/2024	9/2/2024	
2A: Warmup	8/26/2024	9/2/2024	
2B: New-Key Procedure	8/26/2024	9/2/2024	
2C: The E Key	8/26/2024	9/2/2024	
2D: The N Key	8/26/2024	9/2/2024	
2E: The T Key	8/26/2024	9/2/2024	
2F: Minimum-Change Practice	8/26/2024	9/2/2024	
2G: New-Key Review	8/26/2024	9/2/2024	
2H: Clauses	8/26/2024	9/2/2024	
2I: 1-Minute Timed Writing	8/26/2024	9/2/2024	
2A Enrichment: New-Key Reinforcement	8/26/2024	9/2/2024	
2B Enrichment: Short Phrases	8/26/2024	9/2/2024	
2C Enrichment: Clauses	8/26/2024	9/2/2024	
3A: Warmup	8/26/2024	9/2/2024	
3B: The O Key	8/26/2024	9/2/2024	

Did You Know?

In Keyboarding 1...

...You will develop basic keyboarding skills on a computer keyboard using correct stroking techniques for letter, number, and symbol keys.

...Emphasis is on speed and accuracy.

...Your goal is 25 wpm over 2 minutes with 5 or fewer errors using proper keyboarding technique.



3C: The R Key	8/26/2024	9/2/2024	
3D: The H Key	8/26/2024	9/2/2024	
3E: Minimum-Change Practice	8/26/2024	9/2/2024	
3F: New-Key Review	8/26/2024	9/2/2024	
3G: Clauses	8/26/2024	9/2/2024	
3H: 1-Minute Timed Writing	8/26/2024	9/2/2024	
3A Enrichment: New-Key Reinforcement	8/26/2024	9/2/2024	
3B Enrichment: Short Phrases	8/26/2024	9/2/2024	
3C Enrichment: Clauses	8/26/2024	9/2/2024	