

## Keyboarding 1 Assignment Checklist

[Click here to login to GDP and continue with week 3 lessons.](#)

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

Week 3	Start Date	Due Date	Check off when complete
8A: Warmup	9/9/2024	9/16/2024	
8B: The Q Key	9/9/2024	9/16/2024	
8C: The , Key	9/9/2024	9/16/2024	
8D: The G Key	9/9/2024	9/16/2024	
8E: BACKSPACE-Key Practice	9/9/2024	9/16/2024	
8F: New-Key Review	9/9/2024	9/16/2024	
8G: Sentences	9/9/2024	9/16/2024	
8H: 1-Minute Timed Writing	9/9/2024	9/16/2024	
8A Enrichment: New-Key Reinforcement	9/9/2024	9/16/2024	
8B Enrichment: Vertical Reaches	9/9/2024	9/16/2024	
8C Enrichment: Row Practice	9/9/2024	9/16/2024	
9A: Warmup	9/9/2024	9/16/2024	
9B: The V Key	9/9/2024	9/16/2024	
9C: The Y Key	9/9/2024	9/16/2024	
9D: The Z Key	9/9/2024	9/16/2024	
9E: SPACE BAR Practice	9/9/2024	9/16/2024	
9F: New-Key Review	9/9/2024	9/16/2024	
9G: Sentences	9/9/2024	9/16/2024	
9H: 1-Minute Timed Writing	9/9/2024	9/16/2024	
9A Enrichment: New-Key Reinforcement	9/9/2024	9/16/2024	
9B Enrichment: Common Letter Combinations	9/9/2024	9/16/2024	
9C Enrichment: Paragraph Typing	9/9/2024	9/16/2024	
10A: Warmup	9/9/2024	9/16/2024	
10B: Review: A-D	9/9/2024	9/16/2024	
10C: Review: E-H	9/9/2024	9/16/2024	
10D: Review: I-L	9/9/2024	9/16/2024	
10E: Review: M-P	9/9/2024	9/16/2024	
10F: Review: Q-T	9/9/2024	9/16/2024	

### Did You Know?

You are in the right place at the right time.

According to research, less than 20% of people can touch type fluently. So, although we are living in a digital age with computers all around us, and with the main method of inputting data being a keyboard, the majority of 80% of people are still using the hunt and peck method for typing! So bad....

When you finish Keyboarding class, you will be far ahead of most people.

10G: Review: U-X	9/9/2024	9/16/2024	
10H: Review: Y-Z , Comma, Period	9/9/2024	9/16/2024	
10I: 1-Minute Timed Writing	9/9/2024	9/16/2024	
10A Enrichment: Review: A-E	9/9/2024	9/16/2024	
10B Enrichment: Review: F-J	9/9/2024	9/16/2024	
10C Enrichment: Review: K-O	9/9/2024	9/16/2024	
10D Enrichment: Review: P-T	9/9/2024	9/16/2024	
10E Enrichment: Review: U-Z	9/9/2024	9/16/2024	
11A: Warmup	9/9/2024	9/16/2024	
11B: The - Key	9/9/2024	9/16/2024	
11C: The 2 Key	9/9/2024	9/16/2024	
11D: The 9 Key	9/9/2024	9/16/2024	
11E: New-Key Review	9/9/2024	9/16/2024	
11F: Progressive Practice: Alphabet	9/9/2024	9/16/2024	
11G: Technique Practice: HYPHEN	9/9/2024	9/16/2024	
11H: 12-Second Speed Sprints	9/9/2024	9/16/2024	
11I: 2-Minute Timed Writing	9/9/2024	9/16/2024	
11A Enrichment: New-Key Reinforcement	9/9/2024	9/16/2024	
11B Enrichment: Row Practice	9/9/2024	9/16/2024	
11C Enrichment: Paragraph Typing	9/9/2024	9/16/2024	
12A: Warmup	9/9/2024	9/16/2024	
12B: The 8 Key	9/9/2024	9/16/2024	
12C: The 5 Key	9/9/2024	9/16/2024	
12D: The ' Key	9/9/2024	9/16/2024	
12E: New-Key Review	9/9/2024	9/16/2024	
12F: Sustained Practice: Capitals	9/9/2024	9/16/2024	
12G: 2-Minute Timed Writing	9/9/2024	9/16/2024	
12A Enrichment: New-Key Reinforcement	9/9/2024	9/16/2024	
12B Enrichment: Alphabet Practice	9/9/2024	9/16/2024	
12C Enrichment: Paragraph Typing	9/9/2024	9/16/2024	

**Did You Know?**

As of Dec 30, 2023, the average hourly pay for a Typist in the United States is \$18.72 an hour. While ZipRecruiter is seeing hourly wages as high as \$22.36 and as low as \$13.46, the majority of Typist wages currently range between \$16.35 (25th percentile) to \$19.71 (75th percentile) across the United States.

\$