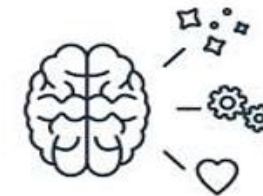


Keyboarding 1 Assignment Checklist

Week 4	Start Date	Due Date	Check off when complete
13A: Warmup	9/16/2024	9/23/2024	
13B: The 4 Key	9/16/2024	9/23/2024	
13C: The 7 Key	9/16/2024	9/23/2024	
13D: The : Key	9/16/2024	9/23/2024	
13E: New-Key Review	9/16/2024	9/23/2024	
13F: Pretest: Common Letter Combinations	9/16/2024	9/23/2024	
13G: Practice: Word Beginnings	9/16/2024	9/23/2024	
13H: Practice: Word Endings	9/16/2024	9/23/2024	
13I: Posttest: Common Letter Combinations	9/16/2024	9/23/2024	
13J: 2-Minute Timed Writing	9/16/2024	9/23/2024	
13A Enrichment: New-Key Reinforcement	9/16/2024	9/23/2024	
13B Enrichment: Substitution Errors	9/16/2024	9/23/2024	
13C Enrichment: Paragraph Typing	9/16/2024	9/23/2024	
14A: Warmup	9/16/2024	9/23/2024	
14B: The 6 Key	9/16/2024	9/23/2024	
14C: The 3 Key	9/16/2024	9/23/2024	
14D: The / Key	9/16/2024	9/23/2024	
14E: New-Key Review: 6, 3, and Slash Key	9/16/2024	9/23/2024	
14F: Number Key Review: 2, 4, 5, 7, 8, and 9	9/16/2024	9/23/2024	
14G: Technique Practice: SHIFT Key	9/16/2024	9/23/2024	
14H: Progressive Practice: Alphabet	9/16/2024	9/23/2024	
14I: 2-Minute Timed Writing	9/16/2024	9/23/2024	
14A Enrichment: Number-Key Reinforcement	9/16/2024	9/23/2024	
14B Enrichment: Technique Practice: BACKSPACE	9/16/2024	9/23/2024	
14C Enrichment: 12-Second Speed Sprints	9/16/2024	9/23/2024	
14D Enrichment: Paragraph Typing	9/16/2024	9/23/2024	
15A: Warmup	9/16/2024	9/23/2024	
15B: Number-Key Review	9/16/2024	9/23/2024	
15C: Punctuation Review	9/16/2024	9/23/2024	
15D: Progressive Practice: Alphabet	9/16/2024	9/23/2024	
15E: Technique Practice: TAB Key	9/16/2024	9/23/2024	
15F: Technique Practice: SPACE BAR	9/16/2024	9/23/2024	
15G: 2-Minute Timed Writing	9/16/2024	9/23/2024	
15A Enrichment: Number-Key Reinforcement	9/16/2024	9/23/2024	
15B Enrichment: Alphabet Practice	9/16/2024	9/23/2024	

Did You Know?

Learning how to keyboard frees up cognitive energy so you focus on the ideas instead of just the language required to articulate them. Moreover, learning keyboarding improves accuracy and can help with decoding and sight-reading skills for children and adults who struggle with specific learning difficulties.



Did You Know?

6 Benefits of touch typing skills:

15C Enrichment: 12-Second Speed Sprints	9/16/2024	9/23/2024	
15D Enrichment: Paragraph Typing	9/16/2024	9/23/2024	
16A: Warmup	9/16/2024	9/23/2024	
16B: The & Key	9/16/2024	9/23/2024	
16C: The \$ Key	9/16/2024	9/23/2024	
16D: The 0 Key	9/16/2024	9/23/2024	
16E: New-Key Review	9/16/2024	9/23/2024	
16F: Paced Practice	9/16/2024	9/23/2024	
16G: Technique Practice: SHIFT Key	9/16/2024	9/23/2024	
16H: Progressive Practice: Alphabet	9/16/2024	9/23/2024	
16I: 2-Minute Timed Writing	9/16/2024	9/23/2024	
16A Enrichment: New-Key Review	9/16/2024	9/23/2024	
16B Enrichment: Sustained Practice: Syllabic Inten	9/16/2024	9/23/2024	
16C Enrichment: Paragraph Typing	9/16/2024	9/23/2024	

Midterm (Week 6)

Objective Test 1A: Part 1: Questions 1-50	9/16/2024	9/23/2024	
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Saves time. Perhaps the most obvious benefit of learning to touch type is that it saves an individual (and their company) considerable amounts of time.

Better for your overall health.

Decreases fatigue.

Increases speed of text production.

Improves accuracy.

Increases workplace productivity.