

# Keyboarding 1 Assignment Checklist

Week 5	Start Date	Due Date	Check off when complete
17A: Warmup	9/23/2024	9/30/2024	
17B: The 1 Key	9/23/2024	9/30/2024	
17C: The ? Key	9/23/2024	9/30/2024	
17D: The @ Key	9/23/2024	9/30/2024	
17E: New-Key Review	9/23/2024	9/30/2024	
17F: Technique Practice: BACKSPACE Key	9/23/2024	9/30/2024	
17G: MAP+: Alphabet	9/23/2024	9/30/2024	
17H: 2-Minute Timed Writing	9/23/2024	9/30/2024	
17A Enrichment: New-Key Reinforcement	9/23/2024	9/30/2024	
17B Enrichment: Number Practice	9/23/2024	9/30/2024	
17C Enrichment: Pretest: Close Reaches	9/23/2024	9/30/2024	
17D Enrichment: Practice: Adjacent Keys	9/23/2024	9/30/2024	
17E Enrichment: Practice: Consecutive Fingers	9/23/2024	9/30/2024	
17F Enrichment: Posttest: Close Reaches	9/23/2024	9/30/2024	
18A: Warmup	9/23/2024	9/30/2024	
18B: The % Key	9/23/2024	9/30/2024	
18C: The ( and ) Keys	9/23/2024	9/30/2024	
18D: The # Key	9/23/2024	9/30/2024	
18E: New-Key Review	9/23/2024	9/30/2024	
18F: Progressive Practice: Numbers	9/23/2024	9/30/2024	
18G: Technique Practice: SPACE BAR	9/23/2024	9/30/2024	
18H: 2-Minute Timed Writing	9/23/2024	9/30/2024	
18A Enrichment: New-Key Reinforcement	9/23/2024	9/30/2024	
18B Enrichment: Number Practice	9/23/2024	9/30/2024	
18C Enrichment: Sustained Practice: Numbers	9/23/2024	9/30/2024	
18D Enrichment: Paced Practice	9/23/2024	9/30/2024	
18E Enrichment: Paragraph Typing	9/23/2024	9/30/2024	
19A: Warmup	9/23/2024	9/30/2024	
19B: The " Key	9/23/2024	9/30/2024	
19C: The ! Key	9/23/2024	9/30/2024	
19D: The * Key	9/23/2024	9/30/2024	
19E: New-Key Review	9/23/2024	9/30/2024	
19F: MAP+: Numbers	9/23/2024	9/30/2024	
19G: Placement of Quotation Marks	9/23/2024	9/30/2024	
19H: Paced Practice	9/23/2024	9/30/2024	
19I: Technique Practice: TAB Key	9/23/2024	9/30/2024	
19J: 2-Minute Timed Writing	9/23/2024	9/30/2024	

## Did You Know?

Employers want employees to know how to keyboard using the touch/type method. Fast and accurate. No hunt and peck.



## Did You Know?

QWERTY is a keyboard layout for Latin-script alphabets. The name comes from the order of the first six keys on the top letter row of the keyboard. The QWERTY design is based on a layout included in the Sholes and Glidden typewriter sold to E. Remington and Sons in 1873.

19A Enrichment: New-Key Reinforcement	9/23/2024	9/30/2024
19B Enrichment: Pretest: Discrimination Practice	9/23/2024	9/30/2024
19C Enrichment: Practice: Left Hand	9/23/2024	9/30/2024
19D Enrichment: Practice: Right Hand	9/23/2024	9/30/2024
19E Enrichment: Posttest: Discrimination Practice	9/23/2024	9/30/2024
19F Enrichment: Paragraph Practice	9/23/2024	9/30/2024
20A: Warmup	9/23/2024	9/30/2024
20B: Number-Key Review	9/23/2024	9/30/2024
20C: Punctuation Review	9/23/2024	9/30/2024
20D: Symbol Review	9/23/2024	9/30/2024
20E: MAP+: Symbol	9/23/2024	9/30/2024
20F: 12-Second Speed Sprints	9/23/2024	9/30/2024
20G: 2-Minute Timed Writing	9/23/2024	9/30/2024
20A Enrichment: Sustained Practice: Symbols	9/23/2024	9/30/2024
20B Enrichment: Technique Practice: ENTER Key	9/23/2024	9/30/2024
20C Enrichment: Number Practice	9/23/2024	9/30/2024
20D Enrichment: Paragraph Typing	9/23/2024	9/30/2024



You know it as:

