

## Keyboarding 1 Assignment Checklist

Week 6	Start Date	Due Date	Check off when complete
Ten-Key SL-A: The 4, 5, and 6 Keys	9/30/2024	10/7/2024	
Ten-Key SL-B: The 7, 8, and 9 Keys	9/30/2024	10/7/2024	
Ten-Key SL-C: The 1, 2, and 3 Keys	9/30/2024	10/7/2024	
Ten-Key SL-D: The 0 Key	9/30/2024	10/7/2024	
Ten-Key SL-E: The . Key	9/30/2024	10/7/2024	
Ten-Key SL-F: New-Key Review	9/30/2024	10/7/2024	
Ten-Key Enrichment SL-A: The + Key	9/30/2024	10/7/2024	
Ten-Key Enrichment SL-B: The / Key	9/30/2024	10/7/2024	
Ten-Key Enrichment SL-C: The - Key	9/30/2024	10/7/2024	
Ten-Key Enrichment SL-D: The * Key	9/30/2024	10/7/2024	
Ten-Key Enrichment SL-E: Numeric Keypad Review	9/30/2024	10/7/2024	
Ten-Key Timed Practice 1: Practice keys 4-9	9/30/2024	10/7/2024	
Ten-Key Timed Practice 2: Practice keys 1-9	9/30/2024	10/7/2024	
Ten-Key Timed Practice 3: Practice keys 0-9	9/30/2024	10/7/2024	
Ten-Key Timed Practice 4: Practice keys 0-9 . (decimal)	9/30/2024	10/7/2024	
Ten-Key Timed Practice 5: 3-Digit Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 6: 3-Digit Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 7: 4-Digit Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 8: 4-Digit Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 9: 2- to 4-Digit Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 10: Short Decimal Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 11: Long Decimal Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 12: Long Decimal Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 13: Short and Long Decimal Numbers	9/30/2024	10/7/2024	
Ten-Key Timed Practice 14: Short and Long Decimal Numbers	9/30/2024	10/7/2024	
Ten-Key P/P/P 3-Digit Numbers: Pretest	9/30/2024	10/7/2024	
Ten-Key P/P/P 3-Digit Numbers: Practice 1	9/30/2024	10/7/2024	
Ten-Key P/P/P 3-Digit Numbers: Practice 2	9/30/2024	10/7/2024	
Ten-Key P/P/P 3-Digit Numbers: Practice 3	9/30/2024	10/7/2024	
Ten-Key P/P/P 3-Digit Numbers: Posttest	9/30/2024	10/7/2024	
Ten-Key P/P/P 4-Digit Numbers: Pretest	9/30/2024	10/7/2024	
Ten-Key P/P/P 4-Digit Numbers: Practice 1	9/30/2024	10/7/2024	
Ten-Key P/P/P 4-Digit Numbers: Practice 2	9/30/2024	10/7/2024	
Ten-Key P/P/P 4-Digit Numbers: Practice 3	9/30/2024	10/7/2024	
Ten-Key P/P/P 4-Digit Numbers: Posttest	9/30/2024	10/7/2024	
Ten-Key P/P/P Short Decimal Numbers: Pretest	9/30/2024	10/7/2024	
Ten-Key P/P/P Short Decimal Numbers: Practice 1	9/30/2024	10/7/2024	
Ten-Key P/P/P Short Decimal Numbers: Practice 2	9/30/2024	10/7/2024	
Ten-Key P/P/P Short Decimal Numbers: Practice 3	9/30/2024	10/7/2024	
Ten-Key P/P/P Short Decimal Numbers: Posttest	9/30/2024	10/7/2024	
Ten-Key P/P/P 1-4 Digit Numbers: Pretest	9/30/2024	10/7/2024	
Ten-Key P/P/P 1-4 Digit Numbers: Practice 1	9/30/2024	10/7/2024	

[10 Keys and Fewer - Nat'l Museum of American History](#)

### 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.



You know it as:



Ten-Key P/P/P 1-4 Digit Numbers: Practice 2	9/30/2024	10/7/2024	
Ten-Key P/P/P 1-4 Digit Numbers: Practice 3	9/30/2024	10/7/2024	
Ten-Key P/P/P 1-4 Digit Numbers: Posttest	9/30/2024	10/7/2024	
Ten-Key P/P/P Long Decimal Numbers: Pretest	9/30/2024	10/7/2024	
Ten-Key P/P/P Long Decimal Numbers: Practice 1	9/30/2024	10/7/2024	
Ten-Key P/P/P Long Decimal Numbers: Practice 2	9/30/2024	10/7/2024	
Ten-Key P/P/P Long Decimal Numbers: Practice 3	9/30/2024	10/7/2024	
Ten-Key P/P/P Long Decimal Numbers: Posttest	9/30/2024	10/7/2024	