

Computer
Keyboarding
Week of 2/27/17 to
3/3/17

Should be finished with
sessions 1 & 2 and
getting Session 3
wrapped up and
working on Session 4.

Turn in the 7
Session 1
projects. Attach
them to an email.
Due today

You will need
your earphones
every day.

Students will complete the Gmetrix.net LearnKey Microsoft Word 2016 Sessions 1-5 lessons and workbook activities to pass the Microsoft Office Specialist Certification Test.

1. Timed Writings: 1 Five minute timed writing, Zebra: Africa's striped horse.
2. Log into your Gmetrix.net account.
3. Begin Gmetrix LearnKey Word 2016 Sessions.
4. Follow Gmetrix lesson plans and Activities in order
 1. Take Pre assessment test.
 2. Watch the training videos and complete the fill in the blanks sheet for each lesson.
 3. Complete the exercise labs for each lesson.
 4. Complete Session activities in student workbook for each lesson.
 5. Take post assessment test.
5. Create separate folders for **each session** in your LearnKey folder and save the workbook activities for **each session** in those folders.
6. Log off at: 8:53/9:50/10:52/11:49 (Monday, Tuesday, Thursday, Friday)
7. Wednesday: Log off at: 9:24/10:21/11:23/12:20

1



SESSION 1

LESSONS 1-17

APPROXIMATELY 8.5 HOURS

2

Session 1-Lesson 3 (Approximately 0.5 hours)

Topic

Create Documents

Subtopic

Create a Blank Document

Create a Document from a Template

Open a PDF in Word

Learnkey Session 1 Answers Word 2010

S Baum



Learnkey Session 1 Answers Word 2010:

Embracing the Tune of Phrase: An Emotional Symphony within **Learnkey Session 1 Answers Word 2010**

In a world used by monitors and the ceaseless chatter of instantaneous conversation, the melodic elegance and psychological symphony developed by the written term frequently fade into the background, eclipsed by the relentless noise and interruptions that permeate our lives. However, situated within the pages of **Learnkey Session 1 Answers Word 2010** a marvelous literary value filled with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, this captivating masterpiece conducts visitors on a mental journey, skillfully unraveling the concealed tunes and profound influence resonating within each carefully crafted phrase. Within the depths with this poignant review, we shall examine the book's main harmonies, analyze its enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers' souls.

https://www.splashdogs.com/book/detail/index.jsp/Ir_New_Engaging_Titles_From_4ltr_Press.pdf

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