

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.

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 Word 2010 Session 2 Answers

Ron Larson



Learnkey Word 2010 Session 2 Answers:

How to Plan Primary Lessons Lorna Shires, 2024-11-01 Learn how to think like an expert primary teacher and how to plan great lessons This book explores the knowledge skills and evidence base that expert teachers use to plan lessons in primary schools It combines practical principles with robust ideas from theory to offer a flexible approach to fit any school s preferred lesson planning format Key features Chapters are supported by examples from across the curriculum Deep insight into how expert teachers construct and teach their own lessons Carefully aligned to the National Curriculum in England the initial teacher education Core Content Framework CCF the Early Career Framework ECF and the Teachers Standards This is essential reading for student teachers on primary initial teacher education courses via any route PGCE BA w QTS School Direct SCITT and Teach First

Network World , 2002-01-28 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

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Elementary Algebra Ron Larson, 2006

Word 2010--basic Functions Stella Gardonio, 2010*

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