Computer Keyboarding Week of 2/27/17 to Should be finished with sessions 1 & 2 and getting Session 3 wrapped up and

Turn in the 7 Session 1 projects. Attach them to an email. You will need your earphones every day.

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- 1. Timed Writings: 1 Five minute timed writing, Zebra: Africa's striped horse.
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- 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

-



Session 1-Lesson 3

Topic
Create Documents
Subtopic
Create a Blank Document
Create a Document from a Template
Open a PDF in Word

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Clifford Lane

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