



## Business Keyboarding

Spring 2021

Week	Dates	Assignments
1	1/26-1/29	<ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome Assignment (Submit to FIRST Enrichment Assessment found near the bottom of your Assessment List)</li> <li><input type="checkbox"/> 01.00 Keyboarding Basics Checklist</li> <li><input type="checkbox"/> 01.01 The Basics</li> </ul>
2	2/1 – 2/5	<ul style="list-style-type: none"> <li><input type="checkbox"/> 01.02 Home Row F and J</li> <li><input type="checkbox"/> 01.03 Input, Output, Storage, and Memory</li> <li><input type="checkbox"/> 01.04 Home Row D and K</li> </ul>
3	2/8 – 2/12	<ul style="list-style-type: none"> <li><input type="checkbox"/> 01.05 Home Row S and L</li> <li><input type="checkbox"/> 01.06 Home Row A and ;</li> <li><input type="checkbox"/> 01.07 Computer Maintenance</li> </ul>
4	2/15 – 2/19	<ul style="list-style-type: none"> <li><input type="checkbox"/> 01.08 Home Row G, H, Enter</li> <li><input type="checkbox"/> 01.09 Home Row Review</li> <li><input type="checkbox"/> 02.00 Internet Smart Checklist</li> </ul>
5	2/22 – 2/26	<ul style="list-style-type: none"> <li><input type="checkbox"/> 02.01 History of the Internet</li> <li><input type="checkbox"/> 02.02 Upper Row R and U</li> <li><input type="checkbox"/> 02.03 Internet Ethics</li> </ul>
6	3/1 – 3/5	<ul style="list-style-type: none"> <li><input type="checkbox"/> 02.04 Upper Row E and I</li> <li><input type="checkbox"/> 02.05 How the Internet Works</li> <li><input type="checkbox"/> 02.06 Upper Row W and O</li> </ul>
7	3/8 – 3/12	<ul style="list-style-type: none"> <li><input type="checkbox"/> 02.07 Keywords Are Key</li> <li><input type="checkbox"/> 02.08 Upper Row Q and P</li> <li><input type="checkbox"/> 02.09 Reliable Websites</li> </ul>
8	3/15 – 3/19 *17th-19th Spring Break	<ul style="list-style-type: none"> <li><input type="checkbox"/> 02.10 Upper Row T and Y</li> </ul>
9	3/22 – 3/26	<ul style="list-style-type: none"> <li><input type="checkbox"/> 02.11 Upper Row Review</li> <li><input type="checkbox"/> 02.12 Internet Smart Discussion-Based Assessment (Via Nearpod)</li> <li><input type="checkbox"/> 02.13 Internet Smart Timed Typing Test</li> </ul>
10	3/29 – 4/2	<ul style="list-style-type: none"> <li><input type="checkbox"/> 03.00 Write with Word Checklist</li> <li><input type="checkbox"/> 03.01 Application Software</li> <li><input type="checkbox"/> 03.02 Left Shift and M</li> </ul>
11	3/29-4/2	<ul style="list-style-type: none"> <li><input type="checkbox"/> 03.03 Getting to Know Word</li> <li><input type="checkbox"/> 03.04 Right Shift and C</li> <li><input type="checkbox"/> 03.05 Editing in Word</li> </ul>

12	4/5 – 4/9	<input type="checkbox"/> 03.06 Lower Row V and . <input type="checkbox"/> 03.07 Check and Recheck <input type="checkbox"/> 03.08 Lower Row X and ,
13	4/12 – 4/16	<input type="checkbox"/> 03.09 Zoom and View <input type="checkbox"/> 03.10 Lower Row Z and / <input type="checkbox"/> 03.11 Problem Solving
14	4/19 – 4/23	<input type="checkbox"/> 03.12 Lower Row B and N <input type="checkbox"/> 03.13 Lower Row Review <input type="checkbox"/> 03.14 Write with Word Timed Typing Test
15	4/26 – 4/30	<input type="checkbox"/> 04.00 Present with PowerPoint Checklist <input type="checkbox"/> 04.01 The Point of PowerPoint <input type="checkbox"/> 04.02 Tab and Caps Lock Keys
16	5/3 – 5/7	<input type="checkbox"/> 04.03 Presentation Power <input type="checkbox"/> 04.04 Number Keys 4, 5, 6, and 7 <input type="checkbox"/> 04.05 Present Like A Pro
17	5/10 – 5/14	<input type="checkbox"/> 04.06 Number Keys 2, 3, 8, and 9 <input type="checkbox"/> 04.07 Presentation Prep <input type="checkbox"/> 04.08 Number Keys 0 and 1
18	5/17 – 5/21	<input type="checkbox"/> 04.09 All Together Now <input type="checkbox"/> 04.10 Present with PowerPoint Timed Typing Test
19	5/24 – 5/28	<input type="checkbox"/> 04.11 Present with PowerPoint Discussion-Based Assessment (Via Nearpod) <input type="checkbox"/> 04.12 Keyboarding Final Exam

### Spring Online DBA Times:

We will NOT be doing phone appointment DBAs.

Please plan to attend an online DBA via Zoom and Nearpod. More information regarding the DBA will be sent as the DBA approaches.