Keyboarding
Segment 1 Pace Chart
Spring 2022

Week	Dates	Assignments
1	01/10- 01/14	☐ Welcome Assignment (Submit to FIRST Enrichment Assessment) ☐ 01.00 Keyboarding Basics Checklist ☐ 01.01 The Basics
2	01/17- 01/21 <mark>1/17 – MLK Holiday No school</mark>	☐ 01.02 Home Row F and J ☐ 01.03 Input, Output, Storage, and Memory ☐ 01.04 Home Row D and K
3	01/24 -01/28	☐ 01.05 Home Row S and L ☐ 01.06 Home Row A and ; ☐ 01.07 Computer Maintenance
4	01/31- 02/04	☐ 01.08 Home Row G, H, Enter ☐ 01.09 Home Row Review ☐ 02.00 Internet Smart Checklist
5	02/7- 02/11 <mark>2/7 – Teacher Inservice Day No School</mark>	☐ 02.01 History of the Internet ☐ 02.02 Upper Row R and U ☐ 02.03 Internet Ethics
6	02/14 – 02/18	☐ 02.04 Upper Row E and I ☐ 02.05 How the Internet Works ☐ 02.06 Upper Row W and O
7	02/21 – 02/25 <mark>2/21 – Presidents' Day No School</mark>	☐ 02.07 Keywords Are Key ☐ 02.08 Upper Row Q and P ☐ 02.09 Reliable Websites
8	02/28- 03/04	☐ 02.10 Upper Row T and Y ☐ 02.11 Upper Row Review ☐ 02.12 Internet Smart Discussion-Based Assessment
9	03/07- 03/11 <mark>3/11 – Teacher Planning Day No School</mark>	☐ 02.13 Internet Smart Timed Typing Test ☐ 03.00 Write with Word Checklist ☐ 03.01 Application Software
	<mark>03/14- 03/18 Spring Break</mark>	No new assignments due. Catch up on missing assignments or resubmit failing assignments.
10	03/21- 03/25	☐ 03.02 Left Shift and M ☐ 03.03 Getting to Know Word ☐ 03.04 Right Shift and C
11	03/28 – 04/01	☐ 03.05 Editing in Word ☐ 03.06 Lower Row V and . ☐ 03.07 Check and Recheck
12	04/04 – 04/08	☐ 03.08 Lower Row X and , ☐ 03.09 Zoom and View ☐ 03.10 Lower Row Z and /
13	04/11- 04/15 <mark>4/15 – Holiday No School</mark>	☐ 03.11 Problem Solving ☐ 03.12 Lower Row B and N ☐ 03.13 Lower Row Review

14	04/18- 04/22 4/18 – Holiday No School	☐ 03.14 Write with Word Timed Typing Test ☐ 04.00 Present with PowerPoint Checklist ☐ 04.01 The Point of PowerPoint
15	04/25 – 04/29	☐ 04.02 Tab and Caps Lock Keys ☐ 04.03 Presentation Power ☐ 04.04 Number Keys 4, 5, 6, and 7
16	05/02- 05/06	☐ 04.05 Present Like A Pro ☐ 04.06 Number Keys 2, 3, 8, and 9 ☐ 04.07 Presentation Prep ☐ 04.08 Number Keys 0 and 1
17	05/09- 05/13	☐ 04.09 All Together Now ☐ 04.10 Present with PowerPoint Timed Typing Test ☐ 04.11 Present with PowerPoint Discussion-Based Assessment
18	05/16-05/20	☐ 04.12 Keyboarding Final Exam