

## Keyboarding 2 Assignment Checklist

[Click here to Get Started.](#)

(If you already have a GDP account, you do not need to create a 2nd account.)

Print this assignment sheet.

As you finish the lessons in the GDP Keyboarding online software,  
check them off in the checkoff column.

Week 1	Start Date	Due Date	✓
26A: Warmup	2/2/2026	2/9/2026	
26B: Sustained Practice: Punctuation	2/2/2026	2/9/2026	
26C: 3-Minute Timed Writing	2/2/2026	2/9/2026	
26D: Basic Parts of a Business Letter	2/2/2026	2/9/2026	
26E: Business Letters in Block Style	2/2/2026	2/9/2026	
26F: Correspondence 26-3: Business Letter in Block Style	2/2/2026	2/9/2026	
26G: Correspondence 26-4: Business Letter in Block Style	2/2/2026	2/9/2026	
26H: Correspondence 26-5: Business Letter in Block Style	2/2/2026	2/9/2026	
27A: Warmup	2/2/2026	2/9/2026	
27B: MAP+: Alphabet	2/2/2026	2/9/2026	
27C: Progressive Practice: Alphabet	2/2/2026	2/9/2026	
27D: Commas and Sentences	2/2/2026	2/9/2026	
27E: Enclosure Notations	2/2/2026	2/9/2026	
27F: Correspondence 27-6: Business Letter in Block Style	2/2/2026	2/9/2026	
27G: Correspondence 27-7: Business Letter in Block Style	2/2/2026	2/9/2026	
27H: Correspondence 27-8: Business Letter in Block Style	2/2/2026	2/9/2026	
28A: Warmup	2/2/2026	2/9/2026	
28B: Paced Practice	2/2/2026	2/9/2026	
28C: 3-Minute Timed Writing	2/2/2026	2/9/2026	
28D: Envelopes	2/2/2026	2/9/2026	
28E: Folding Letters	2/2/2026	2/9/2026	
28F: Labels	2/2/2026	2/9/2026	
28G: Word Processing: Envelopes, View Gridlines, and Labels	2/2/2026	2/9/2026	
28H: Correspondence 28-9: Envelope	2/2/2026	2/9/2026	
28I: Correspondence 28-10: Envelope	2/2/2026	2/9/2026	
28J: Correspondence 28-11: Mailing Labels	2/2/2026	2/9/2026	
28K: Correspondence 28-12: Mailing Labels	2/2/2026	2/9/2026	
28L: Correspondence 28-13: Envelope	2/2/2026	2/9/2026	
29A: Warmup	2/2/2026	2/9/2026	
29B: MAP+: Symbol	2/2/2026	2/9/2026	
29C: Pretest: Close Reaches	2/2/2026	2/9/2026	
29D: Practice: Adjacent Keys	2/2/2026	2/9/2026	
29E: Practice: Consecutive Fingers	2/2/2026	2/9/2026	
29F: Posttest: Close Reaches	2/2/2026	2/9/2026	
29G: Spelling	2/2/2026	2/9/2026	
29H: Basic Parts of a Memo	2/2/2026	2/9/2026	
29I: Memos	2/2/2026	2/9/2026	
29J: Memos with Attachment Notations	2/2/2026	2/9/2026	
29K: E-Mail with Attachments	2/2/2026	2/9/2026	
29L: Word Processing: E-Mail—Attachment Notations	2/2/2026	2/9/2026	
29M: Correspondence 29-14: Memo	2/2/2026	2/9/2026	
29N: Correspondence 29-15: Memo	2/2/2026	2/9/2026	
29O: Correspondence 29-16: E-Mail Message	2/2/2026	2/9/2026	
30A: Warmup	2/2/2026	2/9/2026	
30B: 12-Second Speed Sprints	2/2/2026	2/9/2026	
30C: Technique Practice: TAB Key	2/2/2026	2/9/2026	
30D: 3-Minute Timed Writing	2/2/2026	2/9/2026	
30E: Word Processing: Italic and Underline	2/2/2026	2/9/2026	
30F: Correspondence 30-17: Memo	2/2/2026	2/9/2026	
30G: Correspondence 30-18: E-Mail Message	2/2/2026	2/9/2026	
30H: Correspondence 30-19: Business Letter in Block Style	2/2/2026	2/9/2026	

### Did You Know?

What you will learn in Keyboarding 2:

- Business letter formats
- Envelopes
- Labels
- Memos
- Emails
- Business reports
- Proofreading
- Academic reports
- Tables
- Columns
- APA/MLA Styles
- Punctuation
- Grammar
- Plus a whole lot more....

Oh my goodness!