

## Keyboarding 2 Assignment Checklist

[Click here to login to GDP and continue with week 2 lessons.](#)

Print this assignment sheet. Check off completed lessons in the checkoff column.

Week 2	Start Date	Due Date	✓
31A: Warmup	2/9/2026	2/16/2026	
31B: MAP+: Alphabet	2/9/2026	2/16/2026	
31C: Progressive Practice: Alphabet	2/9/2026	2/16/2026	
31D: Capitalization	2/9/2026	2/16/2026	
31E: Basic Parts of a Business Report	2/9/2026	2/16/2026	
31F: Business Reports	2/9/2026	2/16/2026	
31G: Business Reports with Side Headings	2/9/2026	2/16/2026	
31H: Word Processing: Alignment and Font—Size	2/9/2026	2/16/2026	
31I: Report 31-1: Business Report	2/9/2026	2/16/2026	
31J: Report 31-2: Business Report	2/9/2026	2/16/2026	
32A: Warmup	2/9/2026	2/16/2026	
32B: Sustained Practice: Alternate-Hand Words	2/9/2026	2/16/2026	
32C: 3-Minute Timed Writing	2/9/2026	2/16/2026	
32D: Multipage Business Reports	2/9/2026	2/16/2026	
32E: Business Reports with Paragraph Headings	2/9/2026	2/16/2026	
32F: Word Processing: Page Number, Page Break, and Widow/Orphan	2/9/2026	2/16/2026	
32G: Report 32-3: Business Report	2/9/2026	2/16/2026	
32H: Report 32-4: Business Report	2/9/2026	2/16/2026	
33A: Warmup	2/9/2026	2/16/2026	
33B: MAP+: Numbers	2/9/2026	2/16/2026	
33C: Pretest: Discrimination Practice	2/9/2026	2/16/2026	
33D: Practice: Left Hand	2/9/2026	2/16/2026	
33E: Practice: Right Hand	2/9/2026	2/16/2026	
33F: Posttest: Discrimination Practice	2/9/2026	2/16/2026	
33G: Proofreading	2/9/2026	2/16/2026	
33H: Bulleted and Numbered Lists	2/9/2026	2/16/2026	
33I: Business Reports with Lists	2/9/2026	2/16/2026	
33J: Basic Proofreaders' Marks	2/9/2026	2/16/2026	
33K: Word Processing: Bullets and Numbering	2/9/2026	2/16/2026	
33L: Report 33-5: Business Report	2/9/2026	2/16/2026	
33M: Report 33-6: Business Report	2/9/2026	2/16/2026	
34A: Warmup	2/9/2026	2/16/2026	
34B: Progressive Practice: Numbers	2/9/2026	2/16/2026	
34C: Technique Practice: ENTER Key	2/9/2026	2/16/2026	
34D: 3-Minute Timed Writing	2/9/2026	2/16/2026	
34E: Basic Parts of an Academic Report	2/9/2026	2/16/2026	
34F: Academic Reports	2/9/2026	2/16/2026	
34G: Academic Reports with Lists	2/9/2026	2/16/2026	
34H: Word Processing: Line Spacing	2/9/2026	2/16/2026	
34I: Report 34-7: Academic Report	2/9/2026	2/16/2026	
34J: Report 34-8: Academic Report	2/9/2026	2/16/2026	
35A: Warmup	2/9/2026	2/16/2026	
35B: 12-Second Speed Sprints	2/9/2026	2/16/2026	
35C: Paced Practice	2/9/2026	2/16/2026	
35D: Composing Sentences	2/9/2026	2/16/2026	
35E: More Proofreaders' Marks	2/9/2026	2/16/2026	
35F: Word Processing: Cut and Copy; Paste	2/9/2026	2/16/2026	
35G: Report 35-9: Academic Report	2/9/2026	2/16/2026	
35H: Report 35-10: Business Report	2/9/2026	2/16/2026	

### Did You Know?

Jobs that require excellent keyboarding skills:

1. Data Entry Clerk
2. Customer Support Representative
3. Caption Editor
4. Medical Transcriptionist
5. Virtual Assistant
6. Medical Biller
7. Proofreader
8. Technical Writer
9. Translator
10. Grant Writer
11. Paralegal
12. Copywriter

