

Keyboarding 2 Assignment Checklist

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

| Week 3 | Start Date | Due Date | ✓ |
|---|------------|-----------|---|
| 36A: Warmup | 2/16/2026 | 2/23/2026 | |
| 36B: Sustained Practice: Rough Draft | 2/16/2026 | 2/23/2026 | |
| 36C: 3-Minute Timed Writing | 2/16/2026 | 2/23/2026 | |
| 36D: Basic Parts of a Table | 2/16/2026 | 2/23/2026 | |
| 36E: Tables | 2/16/2026 | 2/23/2026 | |
| 36F: Word Processing: Table—Insert and Table—AutoFit to Contents | 2/16/2026 | 2/23/2026 | |
| 36G: Table 36-1: Boxed Table | 2/16/2026 | 2/23/2026 | |
| 36H: Table 36-2: Boxed Table | 2/16/2026 | 2/23/2026 | |
| 36I: Table 36-3: Boxed Table | 2/16/2026 | 2/23/2026 | |
| 36J: Table 36-4: Boxed Table | 2/16/2026 | 2/23/2026 | |
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| 37A: Warmup | 2/16/2026 | 2/23/2026 | |
| 37B: MAP+: Alphabet | 2/16/2026 | 2/23/2026 | |
| 37C: Progressive Practice: Alphabet | 2/16/2026 | 2/23/2026 | |
| 37D: Apostrophes | 2/16/2026 | 2/23/2026 | |
| 37E: Table Heading Block | 2/16/2026 | 2/23/2026 | |
| 37F: Word Processing: Table—Merge Cells and Table—Border | 2/16/2026 | 2/23/2026 | |
| 37G: Table 37-5: Open Table | 2/16/2026 | 2/23/2026 | |
| 37H: Table 37-6: Open Table | 2/16/2026 | 2/23/2026 | |
| 37I: Table 37-7: Open Table | 2/16/2026 | 2/23/2026 | |
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| 38A: Warmup | 2/16/2026 | 2/23/2026 | |
| 38B: Paced Practice | 2/16/2026 | 2/23/2026 | |
| 38C: 3-Minute Timed Writing | 2/16/2026 | 2/23/2026 | |
| 38D: Column Headings | 2/16/2026 | 2/23/2026 | |
| 38E: Word Processing: Table—Align Bottom, Table—Center Horizontally, and Table—Center | 2/16/2026 | 2/23/2026 | |
| 38F: Table 38-8: Open Table | 2/16/2026 | 2/23/2026 | |
| 38G: Table 38-9: Open Table | 2/16/2026 | 2/23/2026 | |
| 38H: Table 38-10: Open Table | 2/16/2026 | 2/23/2026 | |
| 38I: Table 38-11: Open Table | 2/16/2026 | 2/23/2026 | |
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| 39A: Warmup | 2/16/2026 | 2/23/2026 | |
| 39B: MAP+: Symbol | 2/16/2026 | 2/23/2026 | |
| 39C: Pretest: Horizontal Reaches | 2/16/2026 | 2/23/2026 | |
| 39D: Practice: In Reaches | 2/16/2026 | 2/23/2026 | |
| 39E: Practice: Out Reaches | 2/16/2026 | 2/23/2026 | |
| 39F: Posttest: Horizontal Reaches | 2/16/2026 | 2/23/2026 | |
| 39G: Spelling | 2/16/2026 | 2/23/2026 | |
| 39H: Ruled Tables with Number Columns | 2/16/2026 | 2/23/2026 | |
| 39I: Word Processing: Table—Align Text Right and Table—Borders, Ruled | 2/16/2026 | 2/23/2026 | |
| 39J: Table 39-12: Ruled Table | 2/16/2026 | 2/23/2026 | |
| 39K: Table 39-13: Ruled Table | 2/16/2026 | 2/23/2026 | |
| 39L: Table 39-14: Ruled Table | 2/16/2026 | 2/23/2026 | |
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| 40A: Warmup | 2/16/2026 | 2/23/2026 | |
| 40B: 12-Second Speed Sprints | 2/16/2026 | 2/23/2026 | |
| 40C: Technique Practice: SHIFT Key | 2/16/2026 | 2/23/2026 | |
| 40D: 3-Minute Timed Writing | 2/16/2026 | 2/23/2026 | |
| 40E: Report 40-11: Academic Report | 2/16/2026 | 2/23/2026 | |
| 40F: Correspondence 40-20: Business Letter in Block Style | 2/16/2026 | 2/23/2026 | |
| 40G: Table 40-15: Ruled Table | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2A: Test 2: 3-Minute Timed Writing | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2B: Correspondence Test 2-21: Business Letter in Block Style | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2C: Report Test 2-12: Academic Report | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2D: Table Test 2-16: Ruled Table | 2/16/2026 | 2/23/2026 | |
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| Outcomes Assessment 2AA: Test 2 Alternate: 3-Minute Timed Writing | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2AB: Correspondence Test 2-21A: Business Letter in Block Style | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2AC: Report Test 2-12A: Academic Report | 2/16/2026 | 2/23/2026 | |
| Outcomes Assessment 2AD: Table Test 2-16A: Ruled Table | 2/16/2026 | 2/23/2026 | |
| Objective Test 2A: Part 2: Questions 1-50 | 2/16/2026 | 2/23/2026 | |

Did You Know?

Typing certificates are often useful when applying for office-based jobs with significant typing duties. Employers may require typists with a minimum words-per-minute typing speed and a high rate of accuracy.

A typing certification is required when applicants apply for State civil service clerical positions such as Office Assistant (Typing) and Office Technician (Typing).

When I began working, I had a typing certificate and a shorthand certificate. I was able to advance quickly from typist clerk to medical transcriber to medical stenographer and increase monthly pay several hundred dollars per month. Needless to say, I was a happy camper! :)