

Keyboarding 2 Assignment Checklist

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

Week 4	Start Date	Due Date	✓
41A: Warmup	2/23/2026	3/2/2026	
41B: MAP+: Alphabet	2/23/2026	3/2/2026	
41C: Progressive Practice: Alphabet	2/23/2026	3/2/2026	
41D: Quotation Marks and Italics (or Underline)	2/23/2026	3/2/2026	
41E: Personal Titles in Letters	2/23/2026	3/2/2026	
41F: Complimentary Closings in Letters	2/23/2026	3/2/2026	
41G: Correspondence 41-22: Business Letter in Block Style	2/23/2026	3/2/2026	
41H: Correspondence 41-23: Business Letter in Block Style	2/23/2026	3/2/2026	
42A: Warmup	2/23/2026	3/2/2026	
42B: Sustained Practice: Syllabic Intensity	2/23/2026	3/2/2026	
42C: 3-Minute Timed Writing	2/23/2026	3/2/2026	
42D: Personal-Business Letters	2/23/2026	3/2/2026	
42E: Correspondence 42-24: Personal-Business Letter in Block Style	2/23/2026	3/2/2026	
42F: Correspondence 42-25: Personal-Business Letter in Block Style	2/23/2026	3/2/2026	
42G: Correspondence 42-26: Personal-Business Letter in Block Style	2/23/2026	3/2/2026	
43A: Warmup	2/23/2026	3/2/2026	
43B: MAP+: Numbers	2/23/2026	3/2/2026	
43C: Pretest: Vertical Reaches	2/23/2026	3/2/2026	
43D: Practice: Up Reaches	2/23/2026	3/2/2026	
43E: Practice: Down Reaches	2/23/2026	3/2/2026	
43F: Posttest: Vertical Reaches	2/23/2026	3/2/2026	
43G: Proofreading	2/23/2026	3/2/2026	
43H: Correspondence with Lists	2/23/2026	3/2/2026	
43I: Correspondence 43-27: Memo	2/23/2026	3/2/2026	
43J: Correspondence 43-28: Memo	2/23/2026	3/2/2026	
43K: Correspondence 43-29: E-Mail Message	2/23/2026	3/2/2026	
44A: Warmup	2/23/2026	3/2/2026	
44B: Progressive Practice: Numbers	2/23/2026	3/2/2026	
44C: Technique Practice: BACKSPACE	2/23/2026	3/2/2026	
44D: 3-Minute Timed Writing	2/23/2026	3/2/2026	
44E: Letters with Copy Notations	2/23/2026	3/2/2026	
44F: E-Mail with Copies	2/23/2026	3/2/2026	
44G: Indented Displays	2/23/2026	3/2/2026	
44H: Word Processing: Indentation and E-Mail—Copies	2/23/2026	3/2/2026	
44I: Correspondence 44-30: Business Letter in Block Style	2/23/2026	3/2/2026	
44J: Correspondence 44-31: E-Mail Message	2/23/2026	3/2/2026	
45A: Warmup	2/23/2026	3/2/2026	
45B: 12-Second Speed Sprints	2/23/2026	3/2/2026	
45C: Paced Practice	2/23/2026	3/2/2026	
45D: Composing Sentences	2/23/2026	3/2/2026	
45E: Modified-Block Style Letters	2/23/2026	3/2/2026	
45F: Word Processing: Tab Set—Ruler Tabs	2/23/2026	3/2/2026	
45G: Correspondence 45-32: Business Letter in Modified-Block Style	2/23/2026	3/2/2026	
45H: Correspondence 45-33: Business Letter in Modified-Block Style	2/23/2026	3/2/2026	
45I: Correspondence 45-34: Business Letter in Modified-Block Style	2/23/2026	3/2/2026	

Did You Know?

How to get a job as a typist clerk:

Hiring managers expect a typist to have soft skills such as customer-service skills, detail oriented, and organizational skills. It takes an average of less than 1 month of job training to become a typist. Getting a typist certification like the Word Certification will help you to earn more.

OCC offers a class to prepare you for Microsoft Office Specialist Certification (aka MOS Certification). Hiring managers are very impressed when you present your MOS Certification in your resume package.

