

## 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 5	Start Date	Due Date	✓
46A: Warmup	3/2/2026	3/9/2026	
46B: Sustained Practice: Numbers and Symbols	3/2/2026	3/9/2026	
46C: 3-Minute Timed Writing	3/2/2026	3/9/2026	
46D: Left-Bound Reports with Footnotes	3/2/2026	3/9/2026	
46E: Word Processing: Margins and Footnotes	3/2/2026	3/9/2026	
46F: Report 46-13: Left-Bound Business Report	3/2/2026	3/9/2026	
46G: Report 46-14: Left-Bound Business Report	3/2/2026	3/9/2026	
47A: Warmup	3/2/2026	3/9/2026	
47B: MAP+: Alphabet	3/2/2026	3/9/2026	
47C: Progressive Practice: Alphabet	3/2/2026	3/9/2026	
47D: Number Expression	3/2/2026	3/9/2026	
47E: Reports in APA Style	3/2/2026	3/9/2026	
47F: Author/Year Citations	3/2/2026	3/9/2026	
47G: Word Processing: Headers	3/2/2026	3/9/2026	
47H: Report 47-15: Report in APA Style	3/2/2026	3/9/2026	
47I: Report 47-16: Report in APA Style	3/2/2026	3/9/2026	
48A: Warmup	3/2/2026	3/9/2026	
48B: Paced Practice	3/2/2026	3/9/2026	
48C: 3-Minute Timed Writing	3/2/2026	3/9/2026	
48D: Reports in MLA Style	3/2/2026	3/9/2026	
48E: Report 48-17: Report in MLA Style	3/2/2026	3/9/2026	
48F: Report 48-18: Report in MLA Style	3/2/2026	3/9/2026	
49A: Warmup	3/2/2026	3/9/2026	
49B: MAP+: Symbol	3/2/2026	3/9/2026	
49C: Pretest: Alternate- and One-Hand Words	3/2/2026	3/9/2026	
49D: Practice: Alternate-Hand Keys	3/2/2026	3/9/2026	
49E: Practice: One-Hand Words	3/2/2026	3/9/2026	
49F: Posttest: Alternate- and One-Hand Words	3/2/2026	3/9/2026	
49G: Spelling	3/2/2026	3/9/2026	
49H: Bibliographies	3/2/2026	3/9/2026	
49I: Reference List Pages in APA Style	3/2/2026	3/9/2026	
49J: Works-Cited Pages in MLA Style	3/2/2026	3/9/2026	
49K: Word Processing: Indentation—Hanging and Auto	3/2/2026	3/9/2026	
49L: Report 49-19: Bibliography	3/2/2026	3/9/2026	
49M: Report 49-20: References in APA Style	3/2/2026	3/9/2026	
49N: Report 49-21: Works Cited in MLA Style	3/2/2026	3/9/2026	
50A: Warmup	3/2/2026	3/9/2026	
50B: 12-Second Speed Sprints	3/2/2026	3/9/2026	
50C: Technique Practice: SPACE BAR	3/2/2026	3/9/2026	
50D: 3-Minute Timed Writing	3/2/2026	3/9/2026	
50E: Title Page	3/2/2026	3/9/2026	
50F: Table of Contents	3/2/2026	3/9/2026	
50G: Word Processing: Tab Set—Dot Leaders	3/2/2026	3/9/2026	
50H: Report 50-22: Title Page	3/2/2026	3/9/2026	
50I: Report 50-23: Table of Contents	3/2/2026	3/9/2026	
50J: Report 50-24: Title Page	3/2/2026	3/9/2026	
50K: Report 50-25: Left-Bound Business Report	3/2/2026	3/9/2026	

### Did You Know?

Built-in styles are **combinations of formatting characteristics that you can apply to text to quickly change its appearance.** For example, applying the Heading 1 style might make text bold, Arial, and 16 point, and applying the Heading 2 style makes text bold, italic, Arial, and 14 point.

In other words, a style is a **set of formatting characteristics that you can apply to text, tables, and lists in your document to quickly change their appearance.** When you apply a style, you apply a whole group of formats in one simple task.

