

Keyboarding 1 Assignment Checklist

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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 | Check off when complete |
|--------------------------------------|------------|----------|-------------------------|
| 1A: Home-Row Position | 2/2/2026 | 2/9/2026 | |
| 1B: The SPACE BAR and ENTER Keys | 2/2/2026 | 2/9/2026 | |
| 1C: Practice The Home-Row Keys | 2/2/2026 | 2/9/2026 | |
| 1D: The F and J Keys | 2/2/2026 | 2/9/2026 | |
| 1E: The D and K Keys | 2/2/2026 | 2/9/2026 | |
| 1F: The S and L Keys | 2/2/2026 | 2/9/2026 | |
| 1G: The A and ; Keys | 2/2/2026 | 2/9/2026 | |
| 1H: The BACKSPACE Key | 2/2/2026 | 2/9/2026 | |
| 1I: Word Building | 2/2/2026 | 2/9/2026 | |
| 1J: 1-Minute Timed Writing | 2/2/2026 | 2/9/2026 | |
| 1A Enrichment: New-Key Reinforcement | 2/2/2026 | 2/9/2026 | |
| 1B Enrichment: Short Phrases | 2/2/2026 | 2/9/2026 | |
| 1C Enrichment: Paragraph Typing | 2/2/2026 | 2/9/2026 | |
| | | | |
| 2A: Warmup | 2/2/2026 | 2/9/2026 | |
| 2B: New-Key Procedure | 2/2/2026 | 2/9/2026 | |
| 2C: The E Key | 2/2/2026 | 2/9/2026 | |
| 2D: The N Key | 2/2/2026 | 2/9/2026 | |
| 2E: The T Key | 2/2/2026 | 2/9/2026 | |
| 2F: Minimum-Change Practice | 2/2/2026 | 2/9/2026 | |
| 2G: New-Key Review | 2/2/2026 | 2/9/2026 | |
| 2H: Clauses | 2/2/2026 | 2/9/2026 | |
| 2I: 1-Minute Timed Writing | 2/2/2026 | 2/9/2026 | |
| 2A Enrichment: New-Key Reinforcement | 2/2/2026 | 2/9/2026 | |
| 2B Enrichment: Short Phrases | 2/2/2026 | 2/9/2026 | |
| 2C Enrichment: Clauses | 2/2/2026 | 2/9/2026 | |
| | | | |
| 3A: Warmup | 2/2/2026 | 2/9/2026 | |
| 3B: The O Key | 2/2/2026 | 2/9/2026 | |

Did You Know?

In Keyboarding 1...

...You will develop basic keyboarding skills on a computer keyboard using correct stroking techniques for letter, number, and symbol keys.

...Emphasis is on speed and accuracy.

...Your goal is 25 wpm over 2 minutes with 5 or fewer errors using proper keyboarding technique.



| | | | |
|---|-----------------|-----------------|--|
| 3C: The R Key | 2/2/2026 | 2/9/2026 | |
| 3D: The H Key | 2/2/2026 | 2/9/2026 | |
| 3E: Minimum-Change Practice | 2/2/2026 | 2/9/2026 | |
| 3F: New-Key Review | 2/2/2026 | 2/9/2026 | |
| 3G: Clauses | 2/2/2026 | 2/9/2026 | |
| 3H: 1-Minute Timed Writing | 2/2/2026 | 2/9/2026 | |
| 3A Enrichment: New-Key Reinforcement | 2/2/2026 | 2/9/2026 | |
| 3B Enrichment: Short Phrases | 2/2/2026 | 2/9/2026 | |
| 3C Enrichment: Clauses | 2/2/2026 | 2/9/2026 | |