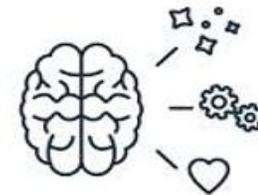


Keyboarding 1 Assignment Checklist

Week 4	Start Date	Due Date	Check off when complete
13A: Warmup	2/23/2026	3/2/2026	
13B: The 4 Key	2/23/2026	3/2/2026	
13C: The 7 Key	2/23/2026	3/2/2026	
13D: The : Key	2/23/2026	3/2/2026	
13E: New-Key Review	2/23/2026	3/2/2026	
13F: Pretest: Common Letter Combinations	2/23/2026	3/2/2026	
13G: Practice: Word Beginnings	2/23/2026	3/2/2026	
13H: Practice: Word Endings	2/23/2026	3/2/2026	
13I: Posttest: Common Letter Combinations	2/23/2026	3/2/2026	
13J: 2-Minute Timed Writing	2/23/2026	3/2/2026	
13A Enrichment: New-Key Reinforcement	2/23/2026	3/2/2026	
13B Enrichment: Substitution Errors	2/23/2026	3/2/2026	
13C Enrichment: Paragraph Typing	2/23/2026	3/2/2026	
14A: Warmup	2/23/2026	3/2/2026	
14B: The 6 Key	2/23/2026	3/2/2026	
14C: The 3 Key	2/23/2026	3/2/2026	
14D: The / Key	2/23/2026	3/2/2026	
14E: New-Key Review: 6, 3, and Slash Key	2/23/2026	3/2/2026	
14F: Number Key Review: 2, 4, 5, 7, 8, and 9	2/23/2026	3/2/2026	
14G: Technique Practice: SHIFT Key	2/23/2026	3/2/2026	
14H: Progressive Practice: Alphabet	2/23/2026	3/2/2026	
14I: 2-Minute Timed Writing	2/23/2026	3/2/2026	
14A Enrichment: Number-Key Reinforcement	2/23/2026	3/2/2026	
14B Enrichment: Technique Practice: BACKSPACE	2/23/2026	3/2/2026	
14C Enrichment: 12-Second Speed Sprints	2/23/2026	3/2/2026	
14D Enrichment: Paragraph Typing	2/23/2026	3/2/2026	
15A: Warmup	2/23/2026	3/2/2026	
15B: Number-Key Review	2/23/2026	3/2/2026	
15C: Punctuation Review	2/23/2026	3/2/2026	
15D: Progressive Practice: Alphabet	2/23/2026	3/2/2026	
15E: Technique Practice: TAB Key	2/23/2026	3/2/2026	
15F: Technique Practice: SPACE BAR	2/23/2026	3/2/2026	
15G: 2-Minute Timed Writing	2/23/2026	3/2/2026	
15A Enrichment: Number-Key Reinforcement	2/23/2026	3/2/2026	
15B Enrichment: Alphabet Practice	2/23/2026	3/2/2026	

Did You Know?

Learning how to keyboard frees up cognitive energy so you focus on the ideas instead of just the language required to articulate them. Moreover, learning keyboarding improves accuracy and can help with decoding and sight-reading skills for children and adults who struggle with specific learning difficulties.



Did You Know?

6 Benefits of touch typing skills:

15C Enrichment: 12-Second Speed Sprints	2/23/2026	3/2/2026	
15D Enrichment: Paragraph Typing	2/23/2026	3/2/2026	
16A: Warmup	2/23/2026	3/2/2026	
16B: The & Key	2/23/2026	3/2/2026	
16C: The \$ Key	2/23/2026	3/2/2026	
16D: The 0 Key	2/23/2026	3/2/2026	
16E: New-Key Review	2/23/2026	3/2/2026	
16F: Paced Practice	2/23/2026	3/2/2026	
16G: Technique Practice: SHIFT Key	2/23/2026	3/2/2026	
16H: Progressive Practice: Alphabet	2/23/2026	3/2/2026	
16I: 2-Minute Timed Writing	2/23/2026	3/2/2026	
16A Enrichment: New-Key Review	2/23/2026	3/2/2026	
16B Enrichment: Sustained Practice: Syllabic Intens	2/23/2026	3/2/2026	
16C Enrichment: Paragraph Typing	2/23/2026	3/2/2026	

Midterm (Weeks 4-6)

Objective Test 1A: Part 1: Questions 1-50	2/23/2026	3/9/2026	
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Saves time. Perhaps the most obvious benefit of learning to touch type is that it saves an individual (and their company) considerable amounts of time.

Better for your overall health.

Decreases fatigue.

Increases speed of text production.

Improves accuracy.

Increases workplace productivity.