

Computer  
Keyboarding  
Week of 2/27/17 to  
3/3/17

Should be finished with  
sessions 1 & 2 and  
getting Session 3  
wrapped up and  
working on Session 4.

Turn in the 7  
Session 1  
projects. Attach  
them to an email.  
Due today

You will need  
your earphones  
every day.

Students will complete the Gmetrix.net LearnKey Microsoft Word 2016 Sessions 1-5 lessons and workbook activities to pass the Microsoft Office Specialist Certification Test.

1. Timed Writings: 1 Five minute timed writing, Zebra: Africa's striped horse.
2. Log into your Gmetrix.net account.
3. Begin Gmetrix LearnKey Word 2016 Sessions.
4. Follow Gmetrix lesson plans and Activities in order
  1. Take Pre assessment test.
  2. Watch the training videos and complete the fill in the blanks sheet for each lesson.
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5. Create separate folders for **each session** in your LearnKey folder and save the workbook activities for **each session** in those folders.
6. Log off at: 8:53/9:50/10:52/11:49 (Monday, Tuesday, Thursday, Friday)
7. Wednesday: Log off at: 9:24/10:21/11:23/12:20

1



2

## Session 1-Lesson 3 (Approximately 8.5 hours)

### Topic

Create Documents

### Subtopic

Create a Blank Document

Create a Document from a Template

Open a PDF in Word

# Learnkey Session Word 20answers

**S Ben Porath**



**Learnkey Session Word 20answers:**

## **Learnkey Session Word 20answers** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Learnkey Session Word 20answers**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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