

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.
 3. Complete the exercise labs for each lesson.
 4. Complete Session activities in student workbook for each lesson.
 5. Take post assessment test.
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

Léo Pomar



Learnkey Session Word 20answers:

Whispering the Strategies of Language: An Emotional Quest through **Learnkey Session Word 20answers**

In a digitally-driven world wherever displays reign supreme and immediate communication drowns out the subtleties of language, the profound secrets and psychological nuances concealed within words usually move unheard. However, set within the pages of **Learnkey Session Word 20answers** a captivating fictional prize sporting with natural feelings, lies an exceptional quest waiting to be undertaken. Written by a skilled wordsmith, this charming opus attracts readers on an introspective trip, gently unraveling the veiled truths and profound impact resonating within the cloth of each and every word. Within the psychological depths with this moving evaluation, we will embark upon a sincere exploration of the book is primary styles, dissect its fascinating publishing fashion, and succumb to the powerful resonance it evokes deep within the recesses of readers hearts.

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