

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 7 Answers

K Morrison

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

Learnkey Session 7 Answers:

The Enigmatic Realm of **Learnkey Session 7 Answers**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Learnkey Session 7 Answers** a literary masterpiece penned by way of a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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