

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 1 Word 2010 Answers

JA Banks



Learnkey Session 1 Word 2010 Answers:

Whispering the Secrets of Language: An Emotional Quest through **Learnkey Session 1 Word 2010 Answers**

In a digitally-driven earth where monitors reign great and immediate connection drowns out the subtleties of language, the profound strategies and emotional nuances concealed within phrases often move unheard. Yet, set within the pages of **Learnkey Session 1 Word 2010 Answers** a fascinating fictional prize blinking with natural feelings, lies an extraordinary quest waiting to be undertaken. Composed by a skilled wordsmith, this enchanting opus invites visitors on an introspective trip, lightly unraveling the veiled truths and profound impact resonating within ab muscles fabric of every word. Within the mental depths with this moving evaluation, we will embark upon a sincere exploration of the book is key subjects, dissect their interesting writing fashion, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

https://staging.conocer.cide.edu/data/virtual-library/index.jsp/Environmental_Engineering_And_Urban_Geology_In_The_United_States_Igc_Field_Trip_Series_Vol2.pdf

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Learnkey Session 1 Word 2010 Answers Introduction

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