Computer Keyboarding Week of 2/27/17 to Should be finished with sessions 1 & 2 and getting Session 3 wrapped up and

Turn in the 7 Session 1 projects. Attach them to an email. You will need your earphones every day.

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

- Timed Writings: 1 Five minute timed writing, Zebra: Africa's striped horse.
- Log into your Gmetrix.net account.
- Begin Gmetrix LearnKey Word 2016 Sessions.
- 4. Follow Gmetrix lesson plans and Activities in order
  - Take Pre assessment test.
  - Watch the training videos and complete the fill in the blanks sheet for each lesson.
  - Complete the exercise labs for each lesson.
  - 4. Complete Session activities in student workbook for each lesson.
  - 5. Take post assessment test.
- Create separate folders for each session in your LearnKey folder and save the workbook activities for each session in those folders.
- 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

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# Session 1-Lesson 3

Topic
Create Documents
Subtopic
Create a Blank Document
Create a Document from a Template
Open a PDF in Word

# **Learnkey Session1 Powerpoint Answers**

**AN Whitehead** 

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