

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



# SESSION 1

## LESSONS 1-17

APPROXIMATELY 8.5 HOURS

2

### Session 1-Lesson 3

(Approximately 0.5 hours)

#### Topic

Create Documents

#### Subtopic

Create a Blank Document

Create a Document from a Template

Open a PDF in Word

# Learnkey Session 1 Answers Word 2010

**Bette S. Bergeron, Melody Bradbury-  
Wolff**



## **Learnkey Session 1 Answers Word 2010:**

Teaching Reading Strategies in the Primary Grades Bette S. Bergeron, Melody Bradbury-Wolff, 2003-04 A clear and concise guide to teaching reading strategies to young learners      **Network World** ,1994-03-28 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce      *Dementia* David Ames, John T. O'Brien, Alistair Burns, 2017-02-24 Dementia represents a major public health challenge for the world with over 100 million people likely to be affected by 2050 A large body of professionals is active in diagnosing treating and caring for people with dementia and research is expanding Many of these specialists find it hard to keep up to date in all aspects of dementia This book helps solve that problem The new edition has been updated and revised to reflect recent advances in this fast moving field      Network World ,1994-04-25 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce      **The Software Encyclopedia** ,1988      **InfoWorld** ,1986      **Bowker's Complete Video Directory 1996** R R Bowker Publishing, 1996-03      **Marketing Library Services** ,1997

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## **Learnkey Session 1 Answers Word 2010 Introduction**

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