

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 Answers Adobe

Michal Rosen-Zvi



Learnkey Session 1 Answers Adobe:

Unveiling the Power of Verbal Art: An Psychological Sojourn through **Learnkey Session 1 Answers Adobe**

In some sort of inundated with monitors and the cacophony of fast interaction, the profound power and emotional resonance of verbal artistry usually diminish into obscurity, eclipsed by the continuous barrage of sound and distractions. However, located within the lyrical pages of **Learnkey Session 1 Answers Adobe**, a charming function of literary splendor that pulses with organic thoughts, lies an unique trip waiting to be embarked upon. Penned by way of a virtuoso wordsmith, this enchanting opus manuals viewers on an emotional odyssey, delicately revealing the latent potential and profound affect stuck within the intricate internet of language. Within the heart-wrenching expanse of this evocative analysis, we will embark upon an introspective exploration of the book is main subjects, dissect its charming writing model, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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