

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.

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 0.5 hours)

### Topic

Create Documents

### Subtopic

Create a Blank Document

Create a Document from a Template

Open a PDF in Word

# Learnkey Sessionpowerpoint Answers

**Annelies Wilder-Smith**



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