

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

BM King



Learnkey Session 1 Word 2010 Answers:

Whispering the Techniques of Language: An Mental Quest through **Learnkey Session 1 Word 2010 Answers**

In a digitally-driven world wherever displays reign great and instant transmission drowns out the subtleties of language, the profound techniques and emotional nuances concealed within phrases frequently go unheard. Yet, nestled within the pages of **Learnkey Session 1 Word 2010 Answers** a captivating literary prize blinking with fresh thoughts, lies an extraordinary quest waiting to be undertaken. Penned by an experienced wordsmith, this charming opus invites viewers on an introspective journey, gently unraveling the veiled truths and profound impact resonating within the very cloth of each and every word. Within the psychological depths of the poignant review, we can embark upon a heartfelt exploration of the book is core styles, dissect their interesting writing style, and fail to the strong resonance it evokes serious within the recesses of readers hearts.

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