

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 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

Michael Hoelscher

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Learnkey Session 1 Word 2010 Answers:

Immerse yourself in heartwarming tales of love and emotion with Explore Love with is touching creation, Tender Moments: **Learnkey Session 1 Word 2010 Answers** . This emotionally charged ebook, available for download in a PDF format (*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

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Table of Contents Learnkey Session 1 Word 2010 Answers

1. Understanding the eBook Learnkey Session 1 Word 2010 Answers
 - The Rise of Digital Reading Learnkey Session 1 Word 2010 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Learnkey Session 1 Word 2010 Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Learnkey Session 1 Word 2010 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Learnkey Session 1 Word 2010 Answers
 - Personalized Recommendations
 - Learnkey Session 1 Word 2010 Answers User Reviews and Ratings
 - Learnkey Session 1 Word 2010 Answers and Bestseller Lists
5. Accessing Learnkey Session 1 Word 2010 Answers Free and Paid eBooks
 - Learnkey Session 1 Word 2010 Answers Public Domain eBooks
 - Learnkey Session 1 Word 2010 Answers eBook Subscription Services
 - Learnkey Session 1 Word 2010 Answers Budget-Friendly Options

6. Navigating Learnkey Session 1 Word 2010 Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Learnkey Session 1 Word 2010 Answers Compatibility with Devices
 - Learnkey Session 1 Word 2010 Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Learnkey Session 1 Word 2010 Answers
 - Highlighting and Note-Taking Learnkey Session 1 Word 2010 Answers
 - Interactive Elements Learnkey Session 1 Word 2010 Answers
8. Staying Engaged with Learnkey Session 1 Word 2010 Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Learnkey Session 1 Word 2010 Answers
9. Balancing eBooks and Physical Books Learnkey Session 1 Word 2010 Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Learnkey Session 1 Word 2010 Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Learnkey Session 1 Word 2010 Answers
 - Setting Reading Goals Learnkey Session 1 Word 2010 Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Learnkey Session 1 Word 2010 Answers
 - Fact-Checking eBook Content of Learnkey Session 1 Word 2010 Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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