

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: March 24

Date	Objectives	Activities	Assessment	Assignment
Monday	Review numeric keypad Review numbers and symbols Improve on speed and accuracy Improve on keyboard technique Compose at the keyboard	Lesson 33 A-D, F, H	Timings Observe technique	Lesson 33 E, G, I 2-minute timings
Tuesday	Review the numeric keypad Review the alphabetic keys Improve on speed and accuracy Improve on keyboard technique	Lesson 34 A-G	Timings Observe technique	Lesson 34 H 2-minute timings
Wednesday	Review the numeric keypad Review the alphabetic keys Learn capitalization rules Improve on speed and accuracy Improve on keyboard technique	Lesson 35 A-C, E, G	Timings Observe technique	Lesson 35 D, F, H 2 minute timings
Thursday	Improve speed and accuracy Improve on keyboard technique Learn word processing features	Lesson 36 A-B, D Word features	Timings Observe technique	Lesson 36 C, E
Friday	Improve speed and accuracy Improve on keyboard technique Learn about special symbols Learn word processing features	Lesson 37 A-E Word features	Timings Observe technique	Lesson 38 F