

Name _____

Date _____

Class _____

KEYBOARDING ADVANCED COURSE FALL 2009

1. Go online: <http://www.typingweb.com>
2. Enter your:
 - a. Username:
 - b. Password:
3. Select **Advanced** Course.
4. Select the Lesson and Exercises assigned for this week. (See below)

**Week Of: October 5, 2009****Due Date: Fri.10/9/09****Lesson: Accuracy Drills****Exercises Completed: 16**

✓	Date	Exercises
	Mon. 10/5	1-4
	Tues. 10/6	5-7
	Wed. 10/7	8-12
	Thurs. 10/8	13-16
	Fri. 10/9	Problem Keys

Week Of: October 12, 2009**Due Date: Fri. 10/16/09****Lesson: Accuracy Drills****Exercises Completed: 16**

✓	Date	Exercises
	Mon. 10/12	17-20
	Tues. 10/13	21-25
	Wed. 10/14	26-29
	Thurs. 10/15	30-32
	Fri. 10/16	Problem Keys

Week Of: October 19, 2009**Due Date: Fri. 10/23/09****Lesson: Accuracy Drills****Exercises Completed: 10**

✓	Date	Exercises
	Mon. 10/19	33-35
	Tues. 10/20	36-38
	Wed. 10/21	39-40
	Thurs. 10/22	41-42
	Fri. 10/23	Retake lesson or Problem Keys or Typing Test

Week Of: October 26, 2009
Lesson: Keyboard Quadrants

Due Date: Fri. 10/30/09
Exercises Completed: 10

✓	Date	Exercises
	Mon. 10/26	1-3
	Tues 10/27	4-5
	Wed. 10/28	6-8
	Thurs. 10/29	9-10
	Fri. 10/30	Problem Keys or Typing Test

Week Of: November 2, 2009
Lesson: Keyboard Quadrants

Due Date: Fri. 11/6/09
Exercises Completed: 10

✓	Date	Exercises
	Mon. 11/2	11-13
	Tues. 11/3	14-15
	Wed. 11/4	16-18
	Thurs. 11/5	19-20
	Fri. 11/6	Retake lesson or Problem Keys or Typing Test

Week Of: November 9, 2009
Lesson: Skill Builder Drills

Due Date: Fri. 11/13/09
Exercises Completed: 16

✓	Date	Exercises
	Mon. 11/9	1-4
	Tues. 11/10	5-8
	Wed. 11/11	9-12
	Thurs. 11/12	13-16
	Fri. 11/13	Problem Keys

Week Of: November 16, 2009
Lesson: Skill Builder Drills

Due Date: Fri. 11/20/09
Exercises Completed: 13

✓	Date	Exercises
	Mon. 11/16	17-20
	Tues. 11/17	21-23
	Wed. 11/18	24-26
	Thurs. 11/19	27-29
	Fri. 11/20	Problem Keys

Week Of: November 23, 2009
Lesson: The Numeric Keypad

Due Date: Fri. 11/27/09
Exercises Completed: 20

✓	Date	Exercises
	Mon. 11/23	1-5
	Tues. 11/24	6-9
	Wed. 11/25	10-14
	Thurs. 11/26	15-20
	Fri. 11/27	Problem Keys

Week Of: November 30, 2009
Lesson: The Numeric Keypad

Due Date: Fri. 12/4/09
Exercises Completed: 16

✓	Date	Exercises
	Mon. 11/30	21-25
	Tues. 12/1	26-29
	Wed. 12/2	30-32
	Thurs. 12/3	33-36
	Fri. 12/4	Retake lesson or Problem Keys or Typing Test

Week Of: December 7, 2009
Lesson: Precision Drills

Due Date: Fri. 12/11/09
Exercises Completed: 16

✓	Date	Exercises
	Mon. 12/7	1-4
	Tues. 12/8	5-8
	Wed. 12/9	9-12
	Thurs. 12/10	13-16
	Fri. 12/11	Problem Keys

Week Of: December 14, 2009
Lesson: Precision Drills

Due Date: Fri. 12/18/09
Exercises Completed: 12

✓	Date	Exercises
	Mon. 12/14	17-19
	Tues. 12/15	20-22
	Wed. 12/16	23-25
	Thurs. 12/17	26-28
	Fri. 12/18	Problem Keys

Week Of: January 4, 2010
Lesson: Precision Drills

Due Date: Fri. 1/8/10
Exercises Completed: 12

✓	Date	Exercises
	Mon. 1/4	29-31
	Tues. 1/5	32-34
	Wed. 1/6	35-37
	Thurs. 1/7	38-40
	Fri. 1/8	Problem Keys or Typing Test

Week Of: January 11, 2010
Lesson: Precision Drills

Due Date: Fri. 1/15/10
Exercises Completed: 12

✓	Date	Exercises
	Mon. 1/11	41-43
	Tues. 1/12	44-46
	Wed. 1/13	47-49
	Thurs. 1/14	50-52
	Fri. 1/15	Retake lesson or Problem Keys or Typing Test

Week Of: January 18, 2010
Lesson: Make Up and Practice

Due Date: Fri. 1/22/10
Exercises Completed: 179

✓	Date	Exercises
	Mon. 1/18	Make up all missed exercises in the Accuracy Drills, Keyboard Quadrant, and Skill Builder lessons. Complete the Typing Test or work on your Problem Keys this week. (See below.)
	Tues. 1/19	
	Wed. 1/20	
	Thurs. 1/21	
	Fri. 1/22	

YOUR PROBLEM KEYS

As you complete each exercise, TypingWeb learns your most troublesome keys. This lesson will generate a brand new set of exercises every time you begin, based on those keys. You can access the Your Problems lesson from the Main screen after login.

TYPING TEST

The Typing Test is a short exercise that is used to gauge your current keyboarding skills. Take it twice to begin graphing your progress on the Statistics Page. You can access the Typing Test from the Main screen after login.