

Name \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

## KEYBOARDING BEGINNER COURSE FALL 2009

1. Go online: <http://www.typingweb.com>
2. Enter your:
  - a. Username:
  - b. Password:
3. Select **Beginner** 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 1: The Home Row Keys****Exercises Completed: 13**

✓	Date	Exercises
	Mon. 10/5	1-4
	Tues. 10/6	5-7
	Wed. 10/7	8-10
	Thurs.10/8	11-13
	Fri. 10/9	Retake lesson (Optional)

**Week Of: October 12, 2009****Due Date: Fri. 10/16/09****Lesson 2: The Top Row Keys****Exercises Completed: 13**

✓	Date	Exercises
	Mon. 10/12	1-4
	Tues. 10/13	5-7
	Wed. 10/14	8-10
	Thurs.10/15	11-13
	Fri. 10/16	Retake lesson (Optional)

**Week Of: October 19, 2009****Due Date: Fri. 10/23/09****Lesson 3: The Bottom Row Keys****Exercises Completed: 13**

✓	Date	Exercises
	Mon. 10/19	1-4
	Tues. 10/20	5-7
	Wed. 10/21	8-10
	Thurs. 10/22	11-13
	Fri. 10/23	Retake lesson (Optional) and Typing Test

**Week Of: October 26, 2009**  
**Lesson 4: Punctuation Station**

**Due Date: Fri. 10/30/09**  
**Exercises Completed: 12**

✓	Date	Exercises
	Mon. 10/26	1-3
	Tues. 10/27	4-6
	Wed. 10/28	7-9
	Thurs. 10/29	10-12
	Fri. 10/30	Problem Keys

**Week Of: November 2, 2009**  
**Lesson 4: Punctuation Station**

**Due Date: Fri. 11/6/09**  
**Exercises Completed: 12**

✓	Date	Exercises
	Mon. 11/2	13-15
	Tues. 11/3	16-18
	Wed. 11/4	19-21
	Thurs. 11/5	22-24
	Fri. 11/6	Problem Keys

**Week Of: November 9, 2009**  
**Lesson 4: Punctuation Station**

**Due Date: Fri. 11/13/09**  
**Exercises Completed: 12**

✓	Date	Exercises
	Mon. 11/9	25-27
	Tues. 11/10	28-30
	Wed. 11/11	31-33
	Thurs. 11/12	34-36
	Fri. 11/13	Problem Keys

**Week Of: November 16, 2009**  
**Lesson 4: Punctuation Station**

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

✓	Date	Exercises
	Mon. 11/6	37-39
	Tues. 11/17	40-42
	Wed. 11/18	43-45
	Thurs. 11/19	46-49
	Fri. 11/20	Retake lesson (Optional) and Typing Test

**Week Of: November 23, 2009**  
**Lesson 5: Learn to Bust a Cap**

**Due Date: Fri. 11/27/09**  
**Exercises Completed: 12**

✓	Date	Exercises
	Mon. 11/23	1-3
	Tues. 11/24	4-6
	Wed. 11/25	7-9
	Thurs. 11/26	10-12
	Fri. 11/27	Problem Keys

**Week Of: November 30, 2009**  
**Lesson 5: Learn to Bust a Cap**

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

✓	Date	Exercises
	Mon. 11/30	13-15
	Tues. 12/1	16-18
	Wed. 12/2	19-21
	Thurs. 12/3	22-24
	Fri. 12/4	Retake lesson (Optional) and Typing Test

**Week Of: December 7, 2009**  
**Lesson 6: Beginner Wrap-Up**

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

✓	Date	Exercises
	Mon. 12/7	1-3
	Tues. 12/8	4-6
	Wed. 12/9	7-9
	Thurs. 12/10	10-12
	Fri. 12/11	Problem Keys

**Week Of: December 14, 2009**  
**Lesson 6: Beginner Wrap-Up**

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

✓	Date	Exercises
	Mon. 12/14	13-15
	Tues. 12/15	16-18
	Wed. 12/16	19-21
	Thurs. 12/17	22-24
	Fri. 12/18	Problem Keys

**Week Of: January 4, 2010**  
**Lesson 6: Beginner Wrap-Up**

**Due Date: 1/8/10**  
**Exercises Completed: 12**

✓	Date	Exercises
	Mon. 1/4	25-27
	Tues. 1/5	28-30
	Wed. 1/6	31-33
	Thurs. 1/7	34-36
	Fri. 1/8	Problem Keys

**Week Of: January 11, 2010**  
**Lesson 6: Beginner Wrap-Up**

**Due Date: 1/15/10**  
**Exercises Completed: 14**

✓	Date	Exercises
	Mon. 1/11	37-40
	Tues. 1/12	41-43
	Wed. 1/13	44-46
	Thurs. 1/14	47-50
	Fri. 1/15	Retake lesson (Optional) and Typing Test

**Week Of: January 18, 2010**  
**Lesson 6: Make Up and Practice**

**Due Date: 1/22/10**  
**Exercises Completed:**

✓	Date	Exercises
	Mon. 1/18	<b>Complete the following lessons:</b> The Home Row Keys, The Top Row Keys, The Bottom Row Keys, Punctuation Station, Learn to Bust a Cap, and Beginner Wrap-Up. 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.