

# Document Processing Progress Report



160407 Keyboarding and Document Processing

Student Name \_\_\_\_\_  
Last First Middle

Home Teacher \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

## First Grading Period

### DESK ARRANGEMENT / POSTURE QUIZZES

<u>Lesson</u>	<u>Grade</u>
3	_____
7	_____
13	_____
19	_____
33	_____

### KEYING TECHNIQUE QUIZZES

<u>Lesson</u>	<u>Grade</u>
2	_____
8	_____
12	_____
17	_____
29	_____
40	_____

### WRITTEN QUIZZES

<u>Lesson</u>	<u>Quiz</u>	<u>Grade</u>
9	16	_____
10	Exercise 111.4	_____
26	17	_____
37	18	_____
39	Exercise 131.2	_____
Quiz Avg.		_____

### TIMED WRITINGS

<u>Lesson</u>	<u>NWAM</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### TESTS

<u>Lesson</u>	<u>Test</u>	<u>Grade</u>
22	9	_____
43	10	_____

Quiz Avg. 1/3 \_\_\_\_\_  
 Timed Writing Avg. 1/3 \_\_\_\_\_  
 Test Avg. 1/3 \_\_\_\_\_  
 Final Avg. \_\_\_\_\_

**Second Grading Period**

**DESK ARRANGEMENT / POSTURE QUIZ**

<u>Lesson</u>	<u>Grade</u>
67	_____

**KEYING TECHNIQUE QUIZZES**

<u>Lesson</u>	<u>Grade</u>
46	_____
60	_____

**WRITTEN QUIZZES**

<u>Lesson</u>	<u>Quiz</u>	<u>Grade</u>
55	Exercise 140.2	_____
57	Exercise 141.2	_____
58	Exercise 142.2	_____
70	Exercise 148.2	_____
72	Exercise 150.2	_____
75	Exercise 152.2	_____
	Quiz Avg.	_____

**TIMED WRITINGS**

<u>Lesson</u>	<u>NWAM</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TESTS**

<u>Lesson</u>	<u>Test</u>	<u>Grade</u>
63	11	_____
85	12	_____

Quiz Avg. 1/3 \_\_\_\_\_  
 Timed Writing Avg. 1/3 \_\_\_\_\_  
 Test Avg. 1/3 \_\_\_\_\_  
 Final Avg. \_\_\_\_\_