**160407** *Keyboarding and Document Processing* (Second Edition)

#### Additional correlated materials (student materials bold)

160415 *Keyboarding and Document Processing* Teacher Guide/Solution Key 172316 *Keyboarding and Document Processing* Solution Key

170003 Keyboarding Quiz and Test Book

178977 Keyboarding Quiz/Test Key



#### **First Grading Period**

Lessons 1-43



Student Name	st		First			Middle
Home Teacher						Middle
Address						
City, State ZIP						
DESK ARRANGEN	MENT/POSTU	RE QUIZZES	TIMED WRITINGS*			KEYBOARDING
<u>Lesson</u>		<u>Grade</u>	<u>Lesson</u>	NWAM	<u>Grade</u>	Quiz Avg. 1/3
3						Timed Writing Avg. 1/3
7						Test Avg. 1/3
12						Final Ave
19						Final Avg.
21						
28						
32						
38						
KEVING TECHNIC	KEYING TECHNIQUE QUIZZES			<del></del>		
RETING TECHNIQ	QUE QUIZZES			<del></del>		
<u>Lesson</u>		<u>Grade</u>		Timed Writing Avg		
4				Timed Writing Avg	•	
9						
14			TESTS			
16			Lesson	<u>Test</u>	Grade	
23			25	1		
24			43	2		
26						
33				Test Avg.		
40						
WRITTEN QUIZZE	ES					
Lesson	Quiz	<u>Grade</u>				
15	1	diade				
20	2					
36	3					
	-					
	Quiz Avg.					

<sup>\*</sup> From the timed writings given for this grading period, choose the ten best timings to record as grades.

#### **Second Grading Period**

Lessons 44-85



Student Name	Last		First			Middle
Home Teacher	,					
Address						
City, State ZIP						
DESK ARRAN	GEMENT/POSTUR	E QUIZZES	TIMED WRITINGS*			KEYBOARDING
Lesson		<u>Grade</u>	<u>Lesson</u>	NWAM	<u>Grade</u>	Quiz Avg. 1/3
50				<del></del>		Timed Writing Avg. 1/3
60						Test Avg. 1/3
66						Final Assa
79						Final Avg
KEYING TECHNIQUE QUIZZES						
				<del></del>		
Lesson		<u>Grade</u>				
49				<del></del>		
55				<del></del>		
68				<del></del>		
77				Timed Writing Avg.		
WRITTEN QUI	IZZES					
Lesson	Quiz	Grade	TESTS			
61	4		Lesson	<u>Test</u>	<u>Grade</u>	
71	Exercise 46.2		63	3	diade	
72	5		85	4		
74	6			·		
82	7			Test Avg.		
	Quiz Avg.					

<sup>\*</sup> From the timed writings given for this grading period, choose the ten best timings to record as grades.



Lessons 86-126



Student Name	Last		Firs	t		Middle
Home Teacher	·					
Address						
City, State ZIP						
DESK ARRANGEMENT / POSTURE QUIZZES			TIMED WRITINGS*			KEYBOARDING
Lesson		<u>Grade</u>	Lesson	NWAM	<u>Grade</u>	Quiz Avg. 1/3
103						Timed Writing Avg. 1/3
107						Test Avg. 1/3
118						Final Avg.
KEYING TECHNIQUE QUIZZES						
<u>Lesson</u>		<u>Grade</u>				
87						
94						
111						
122				<del></del>		
WRITTEN QUIZZES				Timed Writing Avg.		
<u>Lesson</u> 90	<u>Quiz</u> 8	<u>Grade</u>	TESTS			
91	Exercise 59.2		<u>Lesson</u>	Test	<u>Grade</u>	
97	9		109	5		
104	10		126	6		
114	11			Test Avg.		
116	Exercise 73.2			iest Avg.		
126	12					
	Quiz Avg.					

 $<sup>{}^*\,</sup>From\,the\,timed\,writings\,given\,for\,this\,grading\,period, choose\,the\,ten\,best\,timings\,to\,record\,as\,grades.$ 

#### **Fourth Grading Period**

Lessons 127-170



Student Nan	ne		First	i		Middle
Home Teach	er					
Address						
City, State ZI	P					
			T			T.,,,,,
DESK ARRANGEMENT/POSTURE QUIZZES		QUIZZES	TIMED WRIT	INGS*		KEYBOARDING
Lesson		<u>Grade</u>	<u>Lesson</u>	NWAM	<u>Grade</u>	Quiz Avg. 1/3
133				<del></del>		Timed Writing Avg. 1/3
137				<del></del>		Test Avg. 1/3
145						Final Avg.
155						Filial Avg.
162				<del></del>		
KEYING TEC	HNIQUE QUIZZES					
Lesson		<u>Grade</u>				
132				<del></del>		
149						
157				Timed Writing Avg.		
165				gg.		
WRITTEN Q	WRITTEN QUIZZES		TESTS			
<u>Lesson</u>	<u>Quiz</u>	<u>Grade</u>	Losson	Tost	Grado	
135	13	<u>orace</u>	Lesson 153	<u>Test</u> 7	<u>Grade</u>	
142	Exercise 90.2		170	8		
148	14		170	O		
158	p. 175, Document 1			Test Avg.		
158	pp. 175–177, Document 2					
158	p. 178, Document 5					
158	p. 178, Document 6 (Address 1)					
158	p. 180, Document 11					
160	15					
	Quiz Avg.					

 $<sup>{}^*\,</sup>From\,the\,timed\,writings\,given\,for\,this\,grading\,period, choose\,the\,ten\,best\,timings\,to\,record\,as\,grades.$