

# ***Document Processing***

## Progress Reports

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

**170038 Document Processing Quiz and Test Book**

178985 Document Processing Quiz / Test Key





# Keyboarding Progress Report



## Second Grading Period

Lessons 44–85

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

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

Address \_\_\_\_\_

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

DESK ARRANGEMENT / POSTURE QUIZ			TIMED WRITINGS*			DOCUMENT PROCESSING	
<u>Lesson</u>		<u>Grade</u>	<u>Lesson</u>	<u>NWAM</u>	<u>Grade</u>	Quiz Avg. 1/3	_____
67		_____	_____	_____	_____	Timed Writing Avg. 1/3	_____
<b>KEYING TECHNIQUE QUIZZES</b>			_____	_____	_____	Test Avg. 1/3	_____
<u>Lesson</u>		<u>Grade</u>	_____	_____	_____	<b>Final Avg.</b>	_____
46		_____	_____	_____	_____		
60		_____	_____	_____	_____		
<b>WRITTEN QUIZZES</b>			_____	_____	_____		
<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.	_____					
			<b>TESTS</b>				
			<u>Lesson</u>	<u>Test</u>	<u>Grade</u>		
			63	3	_____		
			85	4	_____		
				Test Avg.	_____		

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