

KEYBOARD COVER #1

FOLLOW EVERY STEP!!

7th AND 8th Grade!!!

- 1 - Grab a keyboard cover from the front table.
- 2 - Open Word ... change your margins to "Narrow" (Page Layout → Margins → Narrow)
- 3 - Put a text box in the upper right-hand corner:
**Type your first and last name, class, date, and "Keyboard Cover #1" inside the text box.
- 4 - Go to my website (mrsdriscoll.weebly.com) ... click on "Keyboarding" link ... click on "Typing Club" link
- 5 - Scroll down until you get to #17 ... when you click on it, you will probably have to click on the "Continue" button
- 6 - Put the cover over your keyboard - push your keyboard back under the cover so you are not tempted to peek at your keys. Sit up straight, no slouching in your seat - again you do not want to be tempted to peek! ☺

HANDS SHOULD NOT MOVE – YOUR FINGERS DO THE WALKING!!

7 - If your "Accuracy" is 85% or higher, you may 'snip' your results. **Look at the examples ON THE BACK to see what you are snipping.** You can snip either result (or a combination of the two).

8 - Copy and paste your 'snip' onto your Word document.

9 - Make a text box next to your 'snip' and type the Lesson number inside. NOTICE THE EXAMPLES ON THE BACK.

10 - Save as (be sure to save it to YOUR shortcut-username): Cover 1, [today's date]

**File → Save as → This PC → Browse → Look to the left, find the word: "Computer" and click the arrow to the left of the word, "Computer" → You should see your shortcut-username, click on it → Click inside "File Name" and type: Cover 1, [today's date] → either click "Save" button, or press "Enter" on your keyboard

11 - Head back to the **Typing Club** (on Chrome) ... here are all the exercises you will be typing today: **17, 18, 22, 25, 28, 32, 33**

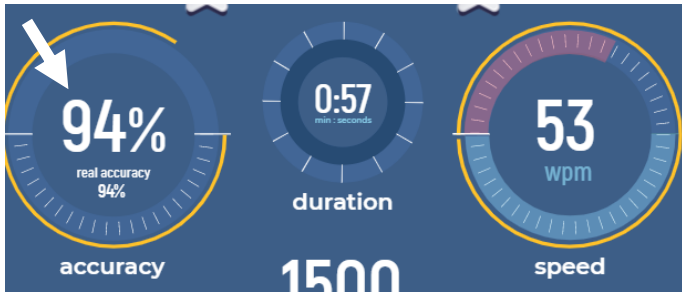
12 - Save every so often after you copy-and-paste your snip results.

13 - Print and turn in.

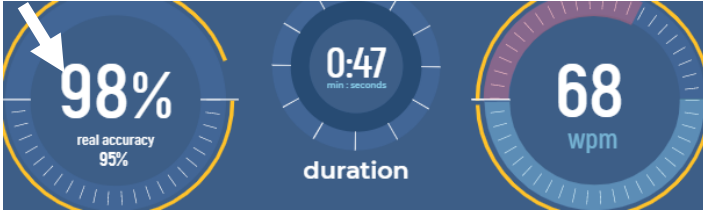
14 - Return the cover to the front table in the stack. Return this paper to the front table as well.

15 - Do you have other work that needs to get done? If you are done, done, then head to "Done Options" email.

FLIP THIS PAGE OVER... NOTICE THE 2 POSSIBLE RESULT SCREENS YOU COULD 'SNIP'.



#17



#18



#22

You could do it this way.

Be sure to include the Lesson number in the text box.



SPEED	ACCURACY	REAL ACCURACY	DURATION
53	94%	94%	00:57

#17

SPEED	ACCURACY	REAL ACCURACY	DURATION
68	98%	95%	00:47

#18

SPEED	ACCURACY	REAL ACCURACY	DURATION
60	99%	91%	00:54

#22

Or you could do it this way.

Be sure to include the Lesson number in the text box.

