

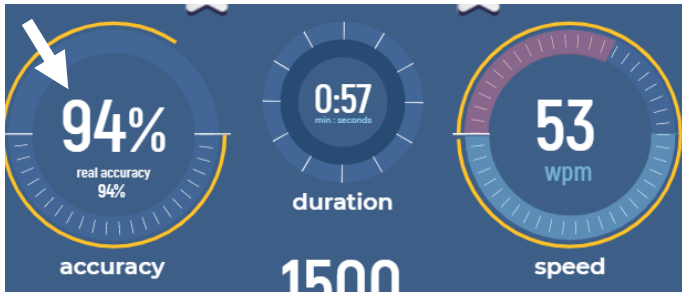
Keyboard Cover #7

- 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 #7" inside the text box.
- 4 - Go to my website (mrsdriscol.weebly.com) ... click on "Keyboarding" link ... click on "Typing Club" link
- 5 - Scroll down until you get to #203 ... 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! ☺

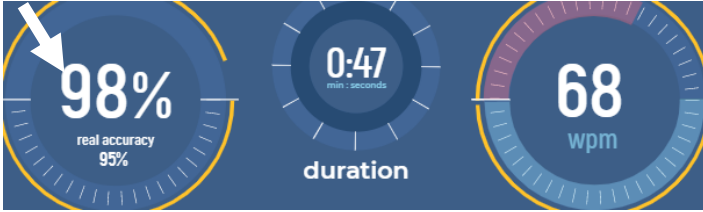
HANDS SHOULD NOT MOVE - YOUR FINGERS DO THE WALKING!!

- 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 7 , [today's date]**
- 11 - Head back to the **Typing Club** (on Chrome) ... here are all the exercises you will be typing today: **203, 204, 205, 206, 207, 208, 209, 210, and 211**
- 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 - Head to JMC - what other computer assignments do you need to finish up? *Get those done now.*
- 16 - If you are done, done, done with **all** computer assignments, then you can head to your "Done Options" email to see what your options are.

FLIP THIS PAGE OVER... notice the 2 possible result screens you could 'snip'.



#203



#204



#205

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

#203

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

#204

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

#205

Or you could do it this way.

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

