

KEYBOARD COVER 9

1 - Grab a keyboard cover from the front table.

2 - Open Word ... change your margins to "Narrow" (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 #8"**



4 - Save as (be sure to save it to YOUR shortcut-username): Cover 9, [today's date]

5 - Go to my website (mrsdriscol.weebly.com) ... click on "Keyboarding" link ... click on "Typing Club" link

6 - **Put the cover over your keyboard - push your keyboard back under the cover (no cheating).** Sit up straight, no slouching in your seat - again you do not want to be tempted to peek! 😊

7 - Here are the exercises you will be typing today: **225, 226, 228, 229, 230, 231, 234, 235, 236, and 237**

8 - 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).

9 - Copy and paste your 'snip' onto your Word document. Format → Wrap Text → In Front of Text

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

11 - Save every so often after you copy-and-paste your snip results. Resize so everything fits on 1 page.

12 - Print and turn in. Return the cover to the front table in the stack. Return this paper to the front table as well.

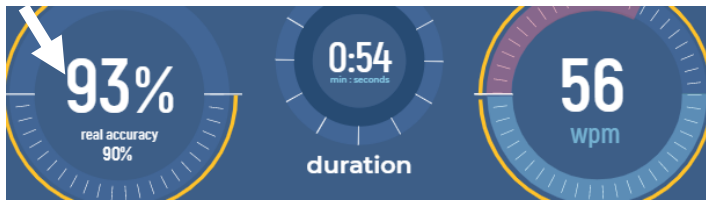
13 - **Go to JMC. What other computer assignments do you need to finish up? Get those done now.**

14 - 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.

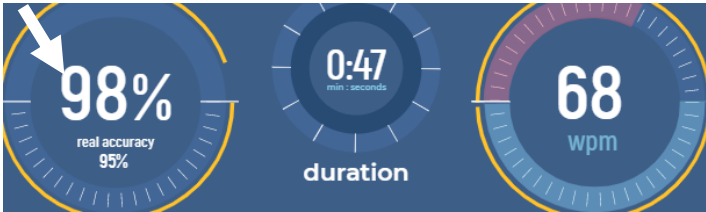
*****You may play Nitro Type IF you use a KEYBOARD COVER - the cover MUST be completely over your keyboard - no cheating.**

FLIP THIS PAGE OVER...

NOTICE THE 2 POSSIBLE RESULT SCREENS YOU COULD 'SNIP'.



#225



#226



#228

You could do it this way.

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



SPEED	ACCURACY	REAL ACCURACY	DURATION
56	93%	90%	00:54

#225

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

#226

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

#228

Or you could do it this way.

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



DO YOUR BEST!

USE PROPER TECHNIQUE ALL THE TIME