Weekly assignment:

1. Keyboarding: Keyboarding (typing) is an important skill for your future. We will be working on increasing your keyboarding efficiency in this class.
   1. ***Every Day: practice keying without looking at your keyboard for 15 minutes***.
   2. Every Monday:
      1. Take your keyboarding test! Go to the [Keyboarding Website](http://www.freetypinggame.net/free-typing-test.asp). Click the “Free Typing Tests” link shown below:
      2. Choose a Lesson.
      3. Choose a Time of 3 minutes.
      4. At the end of 3 minutes it will display your words per minute. Record your wpm in your Excel Spreadsheet.
2. Blog Entries: (Use proper grammar, spelling, and punctuation!)
   1. Watch: [Copyright Basics](https://www.youtube.com/watch?v=Uiq42O6rhW4) and answer the following questions in a blog post.
      1. In your own words, what is a copyright?
      2. Discuss the different types of items that might be protected by copyright.
      3. What types of things are NOT protected by copyright?
      4. What types of things are classified as “Public Domain”?
      5. Why do copyright laws matter?
   2. Watch: [Creative Commons](https://www.youtube.com/watch?v=8YkbeycRa2A) and discuss the following:
      1. What is the purpose of a Creative Commons license?
      2. What are some example “rules” of Creative Commons licenses?
      3. How does a creative commons license differ from a copyright?
   3. Write a blog post discussing different ways/places to access creative commons images and videos. Post 2 images at the end of your discussion and note which “rules” of creative commons apply to those images.

Bookwork

3. Read the information about **creating tables** on pages 157-158.

1. Complete Activities 1 – 12 (pages 159 – 165)

Save all files to your Google Drive Folder!