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: [Internet Safety](https://www.youtube.com/watch?v=GCWBf7WKYyA)
      1. Summarize the video in 100 words or more in a blogpost.
   2. Watch: [Creating Strong Passwords](https://www.youtube.com/watch?v=aEmF3Iylvr4) and discuss the following:
      1. What are some tips for creating strong passwords?
      2. Why should you be careful about using a computer that isn’t yours?
   3. Watch: [Your Browser’s Security Features](https://www.youtube.com/watch?v=2ZZQlgV2Gus)
      1. Where is a website’s domain name displayed and why should you check it when going to a site?
      2. Where is the padlock symbol found and why do only certain websites have it?
      3. Why is it important to keep your web browser updated?

Bookwork

1. Complete Activities: (click [here](https://www.youtube.com/watch?time_continue=267&v=SLKqRXVkElI) to watch video on creating tables, Help can also be found [HERE](https://www.gcflearnfree.org/word2013/tables/1/))
   1. 43B on p. 166
   2. 44B, 44C, 45B, 45C, 45D, 45E, and 46B beginning on p. 170

Save all files to your Google Drive Folder!