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. View other blogs from our classroom! You can find the blog list by clicking [here](https://docs.google.com/spreadsheets/d/1n3Kfrm8zP4OWTVYqjsgs9wjvvlC-lSjyilGYrjnSKWU/edit#gid=336413543). Choose the blog of the 3 people listed after you on the blog list. Please read their posts from Weekly Assignment 4 about **Copyright Basics** and comment on their post. You may go view other posts on other blogs as well. Your comments should be in complete sentences and can include things like:
      1. What you like or agree with about their post.
      2. How they could make their post better.
      3. Compare/contrast their post with yours.
   2. Write a personal blog post! This should be about something that you are interested in. It may be about why a certain athlete was picked for a team or what we can do to help hurricane victims, or how you just don’t agree with some political decision just made…etc. The topic is up to you! Title your blog “On a personal note...” This blog post should really display your personality, opinions, and knowledge of a subject. This blog post needs to be 250 words. I recommend planning your post and typing it in MS Word first then pasting it into your blog.
   3. Watch the video: [Understanding Spam and Phishing](https://www.youtube.com/watch?time_continue=12&v=NI37JI7KnSc) and answer the following in a blog post.
      1. What is spam and how can we protect ourselves from it?
      2. Why must you check your “spam” folder regularly?
      3. What is phishing and how can it negatively affect you?
      4. How might you know if an email is “phishing”?

Bookwork

* 1. Click [here](https://www.gcflearnfree.org/powerpoint2013/) to access tutorial videos on PowerPoint 2013. These will be helpful for the following exercises. Help can also be found on pages 181-186 of your book.
  2. Complete all activities for lessons 47 and 48 beginning on page 187.

Save all files to your Google Drive Folder!