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). You may choose whichever ones you like. Please read their personal blog post from Weekly Assignment 6 and comment on their post. 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. Watch the video: "[What is the Cloud?"](https://www.youtube.com/watch?time_continue=4&v=gu4FYSFeWqg) and this video: ["The Cloud"](https://www.youtube.com/watch?v=Mzl4Wud_Bp0) and answer the following in a blog post.
      1. Where is the cloud?
      2. What is a server farm?
      3. What cloud-based service are we using for this classroom?
      4. What is data redundancy?
      5. What are some benefits and risks of using the cloud to store your data?
   3. Watch the video: "[What is the internet](https://www.youtube.com/watch?time_continue=90&v=jKA5hz3dV-g)" and answer the following in a blog post.
      1. What happens when you type a URL into your browser and hit search? (In your own words please!)
      2. What is known as the "internet's backbone"?
      3. What is the difference between your ISP and the DNS server?
      4. What type of information does your PC receive back from the server and what does your PC have to do with that information for you to see it?

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 lessons 49B,49D,49E,49F,and 51B. 51B will count as your PowerPoint formal assessment (test!)
  3. Complete the activity at the bottom of page 206 in the box labeled "21st Century Skills: Media Literacy". Be prepared to present this presentation next week!

Save all files to your Google Drive Folder!