**Note:**  As soon as you open this page, click File/Save As/Documents/Computers9/Typing Record. You will have to make the folder first. Type your name in at the top of the page where indicated. You may not hand in a paper copy.

| Typing Record Sheet  Keep record of your daily progress. Type the date, lesson names, and words per minute (wpm) in the appropriate column. Be sure to keep your record up-to-date as this record counts for marks. You can add additional rows by hitting tab. | Notepad and pen design |
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