

**Computer Literacy**  
**Micro Type Pro**  
**Touch Keying Drills Scale**

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⇒ All drills in Micro Type Pro Alphabetic Keyboarding are worth five (5) points for completing and printing according to the instructions from the teacher.

⇒ The **REVIEW** lessons are worth 10 points, with the last five (5) points based on the following standards:

1. The printed drill (skill building section) at the bottom of the printout must contain 5 errors or less.
2. The GWAM (Gross Words a Minute) is based on your Average Speed in the skill building section.

40 + GWAM – 5 Points  
35- 39 GWAM – 4 Points  
30 – 34 GWAM – 3 Points  
25 – 29 GWAM – 2 Points  
20 or 24 GWAM – 1 Point  
19 GWAM or less – 0 Points

⇒ You have the ability to redo any lesson to improve your score by the end of the quarter.

⇒ All Micro Type Alphabetic Keyboarding lessons must be completed according to teacher's instructions by the end of the quarter to receive credit. Any lesson not complete will result in a zero or partial credit.

⇒ These lessons are part of your 50% Daily Work grade for the quarter.