

© 2008 All Rights Reserved
All Scripture Quotations are from the
Authorized King James (1611) Bible.

Table of Contents

<i>Week 1</i>	Introduction, Keyboard, Home Row: f, j	5
<i>Week 2</i>	Home Row: d, k, s, l, a, Semi-colon.	13
<i>Week 3</i>	Keys: g, f, h, j, r, u, t, y, Period, Capital letters	15
<i>Week 4</i>	Keys: e, i, w, o, Comma, Question Mark	19
<i>Week 5</i>	Keys: q, p, b, n	23
<i>Week 6</i>	Keys: v, m, c, x, z	25
<i>Week 7</i>	Keys: Apostrophe, Backspace, Tab, Caps Lock	27
<i>Week 8</i>	Keys: 1, 2, 3, 4, 7, 8, 9, 0, 5, 6.	29
<i>Week 9</i>	Review	33
<i>Week 10</i>	Keys: !, @, #	35
<i>Week 11</i>	Keys: \$, %, ^	39
<i>Week 12</i>	Keys: &, *, (,), -, _, =, +.	41
<i>Week 13</i>	Keys: [], {}, \, , `, ~	45
<i>Week 14</i>	Practice, Right and Left Hand Combinations	47
<i>Week 15</i>	Practice, Review of special characters	49
<i>Week 16</i>	Practice Activities	51
<i>Week 17</i>	Speed and Accuracy Drills.	53
<i>Week 18</i>	Review	55
<i>Week 19</i>	Numeric Keypad	59
<i>Week 20</i>	Numeric Keypad	63
<i>Week 21</i>	Numeric Keypad	65
<i>Week 22</i>	Num Lock.	67
<i>Week 23</i>	Del key, Typing Columns	69
<i>Week 24</i>	Insert Mode, Overtyping Mode, Alt keys	71
<i>Week 25</i>	Ctrl key, PageUp, PageDn	75
<i>Week 26</i>	Scroll Lock, Directional keys, Arrow keys	79
<i>Week 27</i>	Review	83
<i>Week 28</i>	Spell check, Type ahead, Macros, Automatic Capitalization, Margins.	85
<i>Week 29</i>	Moving text in a word processing file	89
<i>Week 30</i>	Spreadsheets.	93
<i>Week 31</i>	Alternative Input Systems	95
<i>Week 32</i>	Alternative Keyboard Arrangements	99
<i>Week 33</i>	Pointing Devices	103
<i>Week 34</i>	Practice.	107
<i>Week 35</i>	Practice.	109
<i>Week 36</i>	Review	111

Table of Contents

Week 15

Lesson 1

One aspect of developing typing speed is being able to manipulate the fingers on each hand. We will start by typing words that require the use of the left hand only.

Type these words.

read ward face dear greed tree breed bread creed grace veer
wax cars card grate berate batter waver setter saber crazed

Work Practice Activity 15.1.1.

Lesson 2

We want to review and practice the characters above the numbers. These are important characters in typing documents, addresses, and figures. It is important that you learn their positions without looking at the keyboard.

Type these lines.

12345!@#% 67890^&* () 12345!@#% 67890^&* ()
1! 2@ 3# 4\$ 5% 6^ 7& 8* 9(0)

Without looking at the keyboard, place each of these symbols above the keys on the illustration. * () # % \$! & @ ^



Work Practice Activity 15.2.1.

Lesson 3

Now we will work the right hand back in and see if we have helped on our typing speed.

Type these lines 3 times as a warm-up exercise.

Now is the time for all good men to come to the aid of
their party.

A short cut is often the longest way.

Have no faith in a man who has no faith.

Work Practice Activity 15.3.1.

Lesson 4

This is a timed test. You will count the number of mistakes that you make. Figure out how many words per minute you can type. A form will be provided at the end of the Practice Exercise to help you figure your typing rate.

Start by typing this warm-up exercise 3 times.

A job worth doing is worth doing well.
Romans 10:13 tells people how to be saved.
America is a great republic established in 1776.

Type Practice Exercise 15.4.1.

Lesson 5

Take Weekly Quiz #15.

Practice Activity 15.3.1

Type these sentences. This is not a timed practice, but try to push for speed. Be as accurate as you can.

The quick brown fox jumped over the two lazy dogs.

Quickly pack the box with five dozen Bibles.

The church is filled with excited young people.

Jesus Christ died to bring us salvation.

It isn't that I can't or wouldn't; it's just that I haven't time.

Firemen are friends to everyone. We should support their work.

I love my parents and thank God for them every day.

Where do you attend church? You need to go, you know.

Teachers are good, dedicated people.

America is the best and greatest land of all.

Hard work never hurt anyone.

Virtue is its own reward, but there are other rewards, also.

Take care of the pennies and the dollars will take care of themselves.

Quotation marks look like this: "".

They must be placed just before and after the quoted material.

Sometimes quotation marks are used to emphasize a word.

Sometimes quotation marks are used around the name of a poem or other written material.

Practice Activity 15.4.1

Type this selection. This is a timed activity.

The Builder

An old man, going a lone highway,
Came at the evening, cold and gray.
To a chasm vast and deep and wide,
Through which was flowing a sullen tide.
The old man crossed in the twilight dim;
The sullen stream had no fear for him;
But he turned when safe on the other side
And built a bridge to span the tide.

"Old man," said a fellow pilgrim near
"You are wasting your strength with building here;
Your journey will end with the close of day,
You will never again pass this way;
You've crossed the chasm, deep and wide.
Why build you this bridge at even tide?"

The builder lifted his old gray head.
"Good friend, in the path I've come," he said,
"There followeth after me today,
A youth, whose feet must pass this way;
This chasm that has been as naught to me,
To that fair-haired youth may a pitfall be;
He, too, must cross in the twilight dim --
Good friend, I'm building this bridge for him."

Author Unknown

174 total words in this selection

- = number of mistakes (count only one mistake per word)

 = net number of words

 (net # of words) ÷ number of minutes = words per minute

Teacher/Parent Only:

174 total words in this selection

- number of mistakes (count only one mistake per word)

 net number of words ÷ number of minutes = words per minute

Teacher/Parent Only:

132 total words in this selection
- number of mistakes (count only one mistake per word)
 net number of words ÷ number of minutes = words per minute

