



Keyboarding

SETON HOME STUDY SCHOOL

Lesson Plans ♦ Tests ♦ Answer Keys ♦ Quarter Report Forms



Course Manual

ELE403_09A

J. M. J.
SETON HOME STUDY SCHOOL

1 cup brown sugar
1 tsp. vanilla extract
2 large eggs
2 cups chocolate morsels
1 cup chopped nuts

Compare your copy to this one in the manual. How accurate is your typing?

WEEK EIGHT

Day 1

Type the lowercase alphabet with a comma and a space after each letter.
(a comma space b comma space) Repeat this for a total of two alphabets.

Type two rows of 1a2a3s4d5f6f7j8k9l0; (Say the numbers and letters out loud as you press each key.)

Type today's date five times and enter your results on the chart on p. 66.

Complete the exercises on pp. 68 and 69.

Day 2

Type the lowercase alphabet with a period and a space after each letter.
(a period space b period space) Repeat this for a total of two alphabets.

Type two rows of 1a2a3s4d5f6f7j8k9l0; (Say the numbers and letters out loud as you press each key.)

Type today's date five times and enter your results on the chart on p. 66.

Read p. 70. As you are striking the **Shift** key with your right pinky, you need to strike the **Exclamation** key with the left pinky. Complete the exercises on p. 70. An exclamation mark is followed by one space.

Type each of the following sentences three times.

Wow! The group ate 100 hot dogs, 70 hamburgers, and 10 dozens of cookies!

Ouch! A bee stung me!

Congratulations! You have won first prize!

The recital was amazing!

Shhh! The baby is sleeping!

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Day 3

Using the **Shift** keys, type the uppercase alphabet with a period and a space after each letter. (A period space B period space) Repeat this for a total of two alphabets.

Type two rows of 1a2a3s4d5f6f7j8k9l0; (Say the numbers and letters out loud as you press each key.)

Type today's date five times and enter your results on the chart on p. 66. This is the final day to record your progress with this exercise.

Type each of the six sentences on p. 70 one time.

Today and tomorrow you are studying three punctuation marks and a slash mark that are typed with the right pinky finger. Place your fingers on the home keys. The right pinky is on the **Colon** and **Semicolon** key. In the row below the **Semicolon** key is the **Question Mark** and **Slash (Virgule)** key.

(Page 71, the question mark, will be studied on Day 4.)

Turn to p. 72 to learn the colon (:) and semi-colon (;). As you are striking the **Shift** key with your left pinky, you need to strike the **Colon** key with the right pinky.

Type two rows of ; : ; : ; : (Say out loud: "Semicolon, space, shift, colon, space.")

The semicolon is followed by one space.

The colon is followed by one space when it is followed by a list of items.

Example: Mom has some items for the party: cake, ice cream, and candles.

When the colon is used in an expression of time, there is no space after the colon.

Example: The Mass is scheduled for 9:30 a.m.

Complete the exercises on p. 72.

Type each of the following sentences three times.

The train will depart at 5:45 a.m. and arrive in New York City at 11:20 a.m.

Ellen brought a cake for the party; Nancy will bring the ice cream.

There are seven sacraments: Baptism, Confirmation, Holy Eucharist, Penance, Anointing of the Sick, Holy Orders, and Matrimony.

Mr. Jenkins teaches math and history to his children; Mrs. Jenkins teaches the other subjects.

My Uncle John lives in Virginia; my Uncle Mike lives in Ohio.