



Keyboarding

SETON HOME STUDY SCHOOL

Lesson Plan ♦ Tests ♦ Answer Keys ♦ Quarter Report Forms



Course Manual

BUS403_19A

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Lesson Plan revised February, 2019

Cover: *Saint Anthony of Padua* by Murillo



WEEK FOUR

Day 1

Type two rows of **abcdefghijklmnopqrstuvwx**. Say the letters as you type them.

Type each of the phrases on p. 32 one time. Say the letters as you type them.

Read p. 33. Type a row of **y**; then type a row of **z**. Finally, type a row of **yz**. Complete the exercises.

On pp. 34 and 35, type the words and phrases as directed.

Read p. 36. Memorize the poems if they help you to remember the location of the keys.

Congratulations! You have learned the alphabet on a keyboard.

Day 2

Read p. 37. For each day of this week, type ten alphabets without spaces between the letters.

For each day of this week, type five alphabets with spaces between the letters.

Read p. 38, the period. When you use a period in a sentence, the period is followed by one space. (If you have an old typing manual around your home, it probably indicates that a period is followed by two spaces. The rule has changed to just one space.)

Complete the exercises on p. 38.

Day 3

Add to the chart on p. 37. Type ten alphabets without spaces between the letters.

Next, type five alphabets with spaces between the letters.

Next, type five alphabets with a period and space after each letter.

Read p. 39, the comma. A comma in a sentence is followed by one space. Complete the exercises on p. 39.

Complete the exercises on pp. 40 and 41.

Day 4

Add to the chart on p. 37. Type ten alphabets without spaces between the letters.

Next, type five alphabets with spaces between the letters.

On p. 41, type each word in lists 1, 6, and 12 two times.

Complete the exercises on pp. 42 and 43.



Day 5

Add to the chart on p. 37. Type ten alphabets without spaces between the letters.

Next, type five alphabets with spaces between the letters.

On p. 42, type each word in lists 9, 10, 11, and 12 two times.

On p. 43, type each word in lists 7, 8, and 9 two times.

Complete the exercises on pp. 44 and 45.

WEEK FIVE

Day 1

Finalize the chart on p.37. Type ten alphabets without spaces between the letters.

Next, type five alphabets with spaces between the letters.

On p. 45, type each word in lists 1, 3, and 5 two times.

Complete the exercises on pp. 46 and 47.

Day 2

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

On p. 47, type the phrases in each list one time.

Complete the exercises on pp. 48 and 49. Type each list three times.

Day 3

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

On p. 49, type each list one time.

Look at your posture. Are you following the recommended position in order to prevent stress and strain on the body? If yes, congratulations and keep it up! If not, now is a good time to make the necessary corrections in your posture.

Complete the exercises on pp. 50 and 51. Type each list three times.

Day 4

Type the alphabet with a space after each letter. (**a** space **b** space) Repeat this for a total of three alphabets.

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