Computer Keyboarding
V742

Name _______________________________

Landmark’s Freedom
Baptist Curriculum
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All Scripture Quotations are from the
Authorized King James (1611) Bible.
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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* 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 15.1.1

Type these lines 3 times each.

wade evade reward drawer far drew saw Warsaw feared sewer
crew drew crews fax fazed waxes waxed dead brew axes faxes
tested state stated teased grease warts start crest crested
basted wards reacts reacted graced grated waves sewed wards

Practice Activity 15.2.1

Type these lines.

123$ 567* 90(!23 45^ 789)!@#$%^&8 9900 ()()()() #$%^ 
1234567890!@#$%^&*() 1234567890!@#$%^&*() 1234567890!@#$%^&*()
73% #12 *993 $4.23 (774,933) 12@$.90 975 + 53 = 1,028
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
Week 1

Lesson 1

1. Ergonomics is creating an efficient and comfortable work area.
2. table height
3. monitor height
4. chair
5. posture
6. comfortable lighting

Week 15

Lesson 2

Week 18

Lesson 1

1. A Right
   B Right
   J Left
   Y Left
   S Right
   U Left
   O Left
2. % 5
   * 8
   $ 4
   ! 1
   @ 2
   # 3
   ) 0
   ( 9
   ^ 6
   & 7
Computer Keyboarding Weekly Quiz #15

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

Type this timed selection.

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;
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Good friend, I'm building this bridge for him."

Author Unknown
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
VWQA742 COMPUTER KEYBOARDING WEEKLY QUIZ ANSWERS #12

Student should fill in numbers and symbols.

15 or more words per minute = 70 points
10 or more words per minute = 60 points
Less than 10 = retest

VWQA742 COMPUTER KEYBOARDING WEEKLY QUIZ ANSWERS #13

15 or more words per minute = A
10 or more words per minute = B
Less than 10 = retest

VWQA742 COMPUTER KEYBOARDING WEEKLY QUIZ ANSWERS #14

20 or more words per minute = A
15 or more words per minute = B
10 or more words per minute = C
Fewer than 10 = retest

VWQA742 COMPUTER KEYBOARDING WEEKLY QUIZ ANSWERS #15

(5 points each)

20 or more words per minute = 50 points
15 or more words per minute = 40 points
10 or more words per minute = 30 points
Fewer than 10 = retest
Fill in the characters on the keyboard below. (1 point each)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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

Type this timed selection.

I believe Jesus Christ to be the Son of God. The miracles which He wrought establish in my mind His personal authority and render it proper for me to believe whatever He asserts. I believe, therefore, all His declarations as well when He declares Himself to be the Son of God as when He declares any other proposition. I believe there is no other way of salvation than through the merits of His atonement.

I believe that the Bible is to be understood and received in the plain, obvious meaning of its passages, since I cannot persuade myself that a book intended for the instruction and conversion of the whole world should cover its meaning in any such mystery and doubt that none but critics and philosophers can discover it.

Daniel Webster
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VQTA742 COMPUTER KEYBOARDING QUARTER TEST ANSWERS #1

15 words per minute = A
10 words per minute = B
Less than 10 = retest

VQTA742 COMPUTER KEYBOARDING QUARTER TEST ANSWERS #2

(1 point each)

20 words per minute = 55 points
15 words per minute = 45 points
10 words per minute = 35 points
Less than 10 = 25 points