

About the Course

- An introduction and 69 lessons review proper posture and hand position, home row placement, all of the letters, the space bar, the semicolon, the period, and the shift key. The lessons also increase typing speed and teach numbers 0, 1, 2, and 9; the caps lock key; changing font size; adding bold to the text; and the following punctuation keys: comma, quotation mark, apostrophe, question mark, hyphen, and exclamation mark. Children also learn and practice capitalization and punctuation rules.
- This course uses beautifully designed pages with images of nature for those who are looking for an inexpensive, effective, fun, offline program with a “good and beautiful” feel. The course supports high moral character and gives fun practice—all without the need for flashy and over-stimulating effects that often come with on-screen computer programs.
- This course is designed for children who have completed The Good & the Beautiful Typing 1 course.

Items Needed

- Course book and sticker sheet
- A laptop or computer with a basic word processing program, such as Word, Pages, or Google Docs
- Easel document holder (on which to put the course book and place next to the computer)

How the Course Works

- The child should complete 1-2 or more lessons a day, 2-5 days a week. (Lessons take 5-15 minutes, depending on the speed of the child.) The child checks off the leaf check box each time a lesson is completed.
- To complete a lesson, the child places the course book on an easel document holder next to the laptop or computer and follows the instructions, completing assignments in a basic word processing program.
- When a page is completed, the child chooses a sticker and places it on the page where indicated.