

About the Course

- An introduction and 61 lessons review proper posture and hand position, home row placement, and the concepts taught in Typing 1 and 2. The lessons also increase typing speed and teach the following typing skills: all numbers; tab key; colon, slash, parentheses, symbols, and plus and minus signs; indenting and centering; and 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 2 course or have had the same level of typing experience.

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 (for standing the course book next to the computer)

How the Course Works

- The child should complete 1 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 shell 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, typing 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.

Note: This course is based on standard U.S. keyboards.