



Typing 1

About the Course

- An introduction and 80 lessons cover proper posture and hand position, home row placement, all of the letters, the space bar, the semicolon, the period, the shift key, and typing words and short sentences.
- 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 with grammar principles—all without the need for flashy and over-stimulating effects that often come with on-screen computer programs.
- This course is designed for children ages 7-11 with little to no typing experience.
- Beginning lessons are short, but younger children new to typing are slow at first and need short lessons. Lessons progressively increase in length. Children with some typing experience may want to do multiple lessons a day.

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)

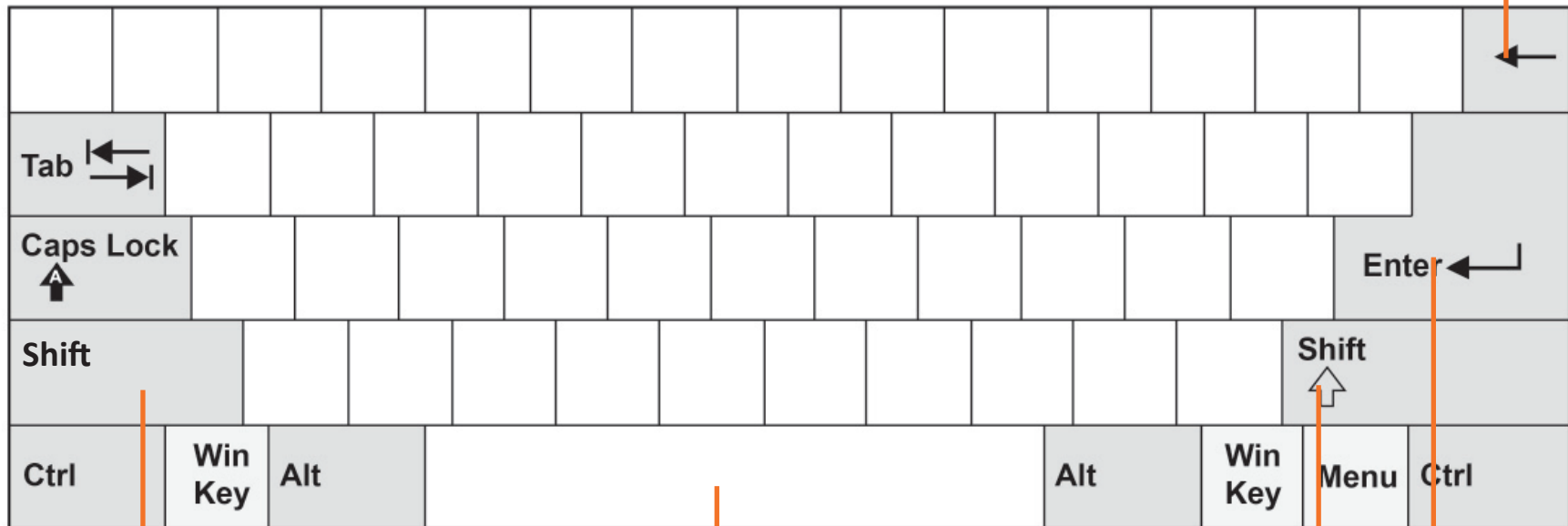
How the Course Works

- 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.) A lesson is completed when all of the cloud check boxes are marked off, showing the child has completed each assignment in the lesson.
- 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 on a basic word processing program.
- When a page is completed, the child chooses a sticker and places it on the page where indicated.

Parts of a PC Keyboard

Backspace Key

Use to delete a letter



Shift Key

Use to make capital letters

Space Bar

Shift Key

Use to make capital letters

Enter Key

Use to move to a new line

Parts of a Mac Keyboard

Delete Key

Use to delete a letter



Shift Key

Use to make capital letters

Space Bar

Shift Key

Use to make capital letters

Return Key

Use to move to a new line

How to Complete a Lesson

#1: Getting Ready

1. Open a blank page of a word processing program such as Google Docs, Pages, or Word.
2. Open your course book to your current lesson.
3. Prop up your course book on an easel document holder next to the computer.

#2: Completing the Lesson

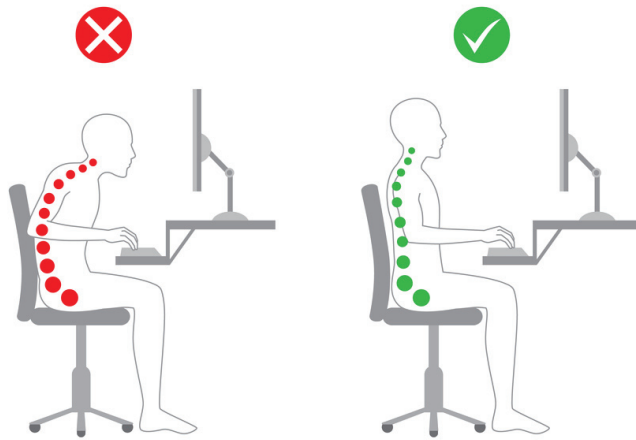
1. Follow the lesson instructions, typing in the word processing program.
2. If you make a mistake while typing, use the BACKSPACE or DELETE KEY to fix the mistake before moving on.
3. Have your parent or teacher check your work and put a check in the cloud “check boxes.”
4. When you have completed a page, choose a sticker to place on the page in the spot indicated.

You should complete at least 1 lesson a day, but you may do as many lessons as you want.

If you have to stop in the middle of a lesson, mark where you stopped and start there next time.

Introduction: Posture

These pictures show the **incorrect** and **correct** way to sit while typing.



Practice good posture for typing by doing the following:

- Adjust your chair height so you can use the keyboard with your wrists and forearms straight and level with the floor.
- Put your feet flat on the floor (or on a box).
- Sit up straight.

Fill in the blanks.

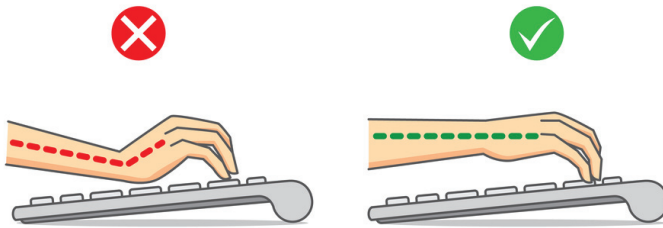
1. Your feet should be _____
on the floor.

2. You should sit up _____.

3. Your wrists should
be _____ with the floor.

Introduction: Hand Position

These pictures show the **incorrect** and **correct** hand position for typing. When typing, your palms should be raised and not resting on any surface. Raising or lowering your wrists too much while typing reduces typing speed and can cause stress and injury to your wrists.

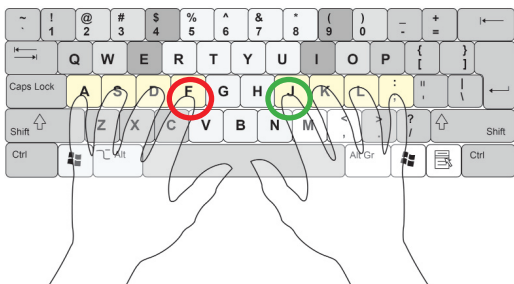


Stand up and sit back down on your chair and place your hands correctly on the keyboard. Practice this three times, making sure you do the following:

- Sit up straight.
- Make sure your feet are flat on the floor.
- Make sure your forearms and wrists are straight and level with the floor.
- Make sure your wrists are not lowered or raised too much.

Circle the correct answers.

1. While typing, you should rest your wrists on the keyboard.
(TRUE | FALSE)
2. Raising your wrists too much or lowering them too much can cause injury to your wrists.
(TRUE | FALSE)
3. Your wrists should be straight and level with the floor.
(TRUE | FALSE)
4. You should slouch your shoulders when typing.
(TRUE | FALSE)

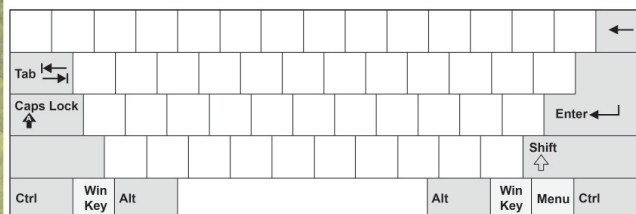


This is **home position**. Keep your fingers on these keys, and return to them after pressing any key that is not on home row. Use either thumb to press the space bar. Use the finger circled with red to press G. Use the finger circled with green to press H.

Feel the little ridges on the keys for J and F. These help you correctly position your left and right hand on the keyboard without having to look at the keyboard.

Write the following letters and symbol on the blank keyboard below:

a s d f g h j k l ;



You completed a page!
Place Sticker Here

LESSON 1

Place your hands on and off home position four times. Feel the ridges on F and J. Make sure you are using correct posture and hand position.

Type the letters below. Include spaces. **Always bring your fingers back to home row position.** Press ENTER or RETURN with your right pinky to start each new line.

asdfh hfdsa
adsaf hfdhs
sfgas dhds
asdfh hfdsa

LESSON 2

Place your hands on and off home position four times. Make sure you are using correct posture and hand position.

Type the words below. Include spaces. **Always bring your fingers back to home row position.** Press ENTER or RETURN with your right pinky to start each new line.

sad had dad
ash dash as
has gas hash
sad had dad

LESSON 24

Take a good look at where R, E, S, T, and D are. Close your eyes and type the word RESTED five times.

Choose your favorite butterfly and type the words that are below it.



tree read deer red rest tear
jar grass fat jet task jade
feet trash take grease streak

stake star deer take
jar grass fat raft draft
jet task jade feet trash
take grease streak

You completed a page!
Place
Sticker
Here

LESSON 25

Type the following words:

shall slat hall tall red rake gate her lake ; are
shall slat hall tall red rake gate her lake ; star

One kind word
can change
someone's
entire day.

Time to measure your progress!

LESSON 50

You are going to time how long it takes you to type the sentences below. Then, you will measure your progress later.

Have your parent or teacher start a stopwatch when you press the first key. If you make a mistake, fix it before moving on. Write your time on the "Measure Your Progress" page at the back of the book in the Measure 2 section (1st time).

Let us go; it is late.

Listen; I hear a noise.

I see Franky and Joe.

Pat sits in the green tree.

The lake is so large.

Dan raises the red flag.

LESSON 51

When you add ING to a word with a Silent E, you drop the E. Type the words below.

take taking
rake raking
trade trading
ride riding
skate skating
like liking
hike hiking
grate grating
rise rising

You completed a page!
Place
Sticker
Here

LESSON 52

You have been capitalizing names of people because they are proper nouns. Names of countries are proper nouns, too. Type the countries listed below.

Spain Egypt
Austria Russia
Finland India
Israel Japan
Nepal India
Turkey Kenya
Poland Austria
United States

MEASURE YOUR PROGRESS

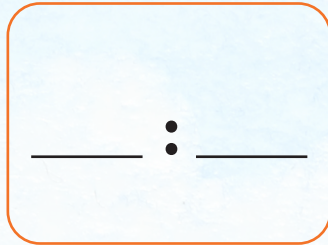
The course book will tell you when to use this page to measure your progress.

MEASURE 1

Write in minutes and seconds (e.g., 1:30 or 00:45)

1st Time (Lesson 10)

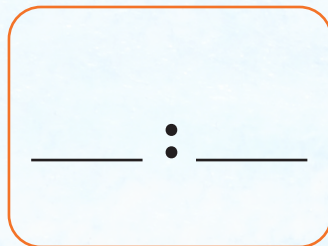
Write your time here:



_____ : _____

2nd Time (Lesson 73)

Write your time here:



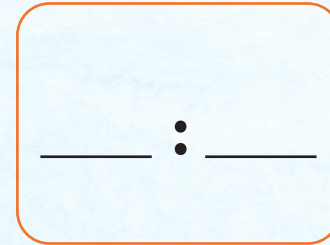
_____ : _____

MEASURE 2

Write in minutes and seconds (e.g., 1:30 or 00:45)

1st Time (Lesson 50)

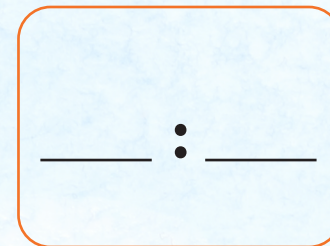
Write your time here:



_____ : _____

2nd Time (Lesson 79)

Write your time here:



_____ : _____

Typing 2

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
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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.
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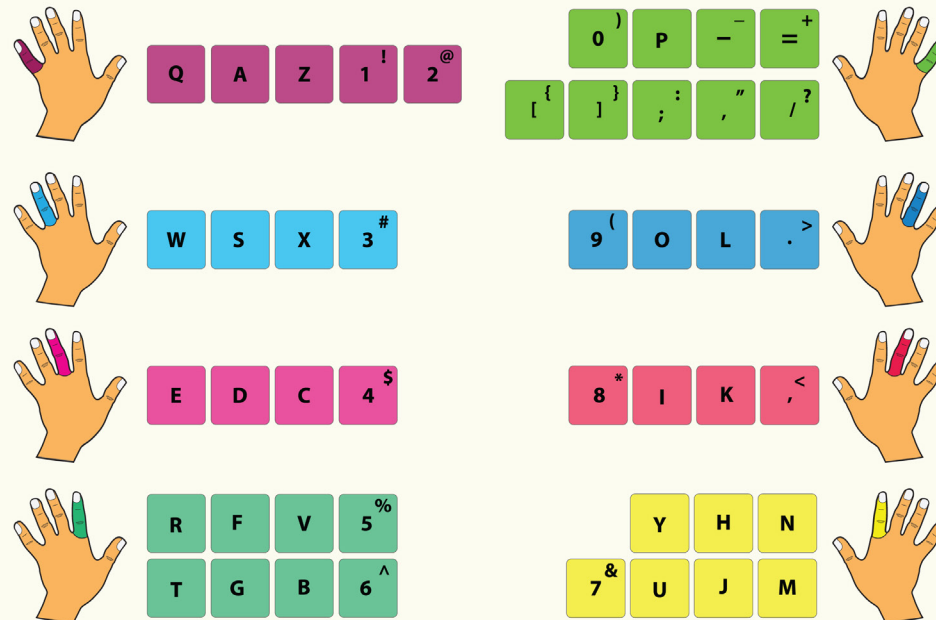
KEYBOARD FINGER CHART



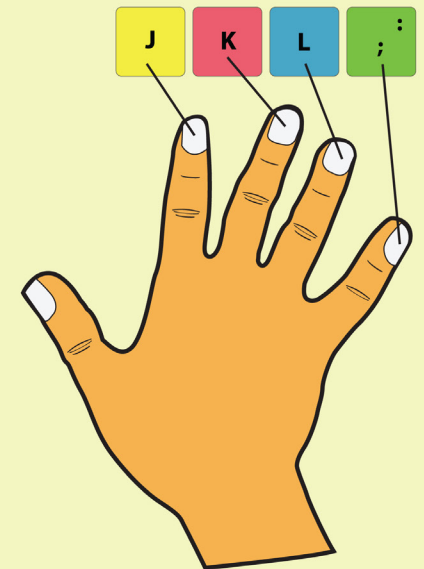
LEFT FINGER

RIGHT FINGER

LEFT HOME ROW KEYS



RIGHT HOME ROW KEYS



How to Complete a Lesson

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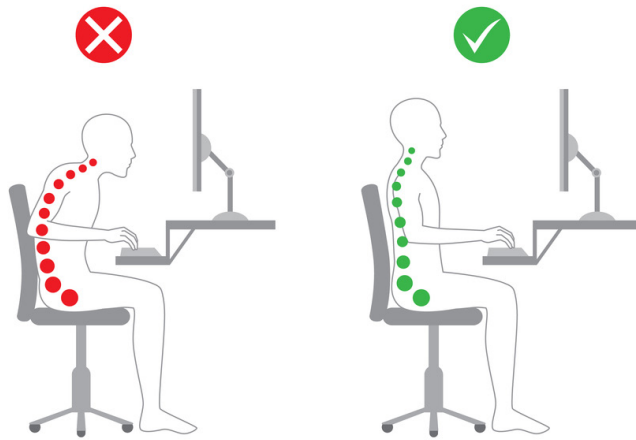
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These pictures show the **incorrect** and **correct** way to sit while typing.



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- Put your feet flat on the floor (or on a box).
- Sit up straight.

Fill in the blanks.

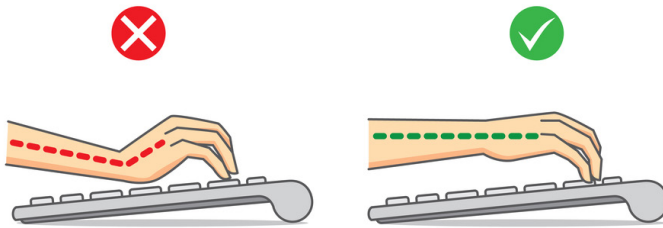
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be _____ with the floor.

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Stand up and sit back down on your chair and place your hands correctly on the keyboard. Practice this three times, making sure you do the following:

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- Make sure your forearms and wrists are straight and level with the floor.
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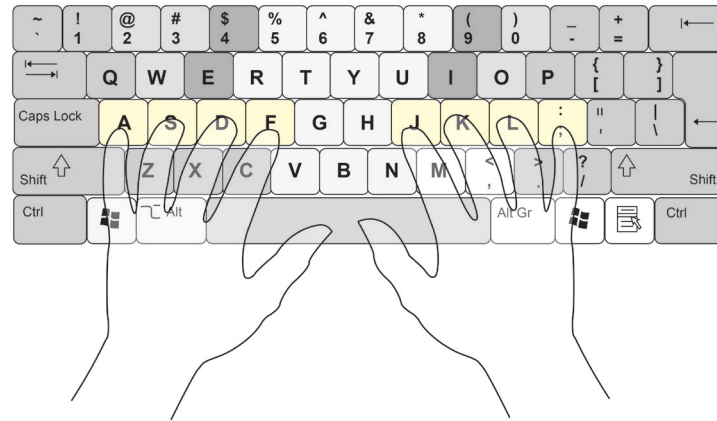
Circle the correct answers.

1. While typing, you should rest your wrists on the keyboard.
(TRUE | FALSE)
2. Raising your wrists too much or lowering them too much can cause injury to your wrists.
(TRUE | FALSE)
3. Your wrists should be straight and level with the floor.
(TRUE | FALSE)
4. You should slouch your shoulders when typing.
(TRUE | FALSE)

Before You Start Lesson 1

This picture shows the position of your hands on home row. After typing any key, you will always bring your hands to this position on home row.

Place your hands in home position five different times. Remember to use good posture and wrist position.



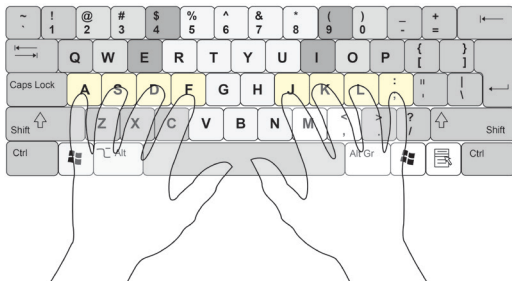
Both of your thumbs rest on the space bar. Press the space bar five times.

Practice typing some keys on the row above and below home row, always bringing your hands back to home position.

Note: Different operating systems, such as Macs and PCs, use different names for some of the keys.

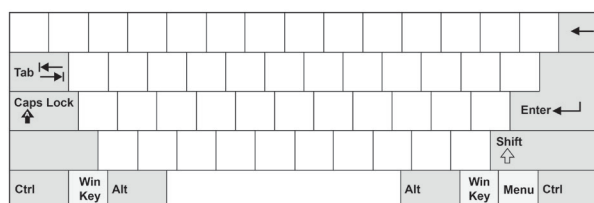
To start a new line, you press the ENTER or RETURN key with your right pinky finger. Press the ENTER or RETURN key five times, bringing your finger back to home position in between each strike.

To erase a letter, press the BACKSPACE or DELETE key. Type a few letters. Then use your BACKSPACE or DELETE key to erase all of the letters.



Review from Typing 1: This is **home position**. Keep your fingers on these keys and return to them after pressing any key that is not on home row. Use either thumb to press the space bar.

Write the letters and symbols of home row on the blank keyboard



LESSON 1

Place your hands on and off home position four times. Make sure you are using correct posture and hand position.

Type the following words. Include spaces. Always bring your fingers back to home position. Press ENTER with your right pinky to start each new line.

as dad had ask
lad gas fall hall
asks sad flag half
ash flash hash
sash sag glad
dash gash lad
fed glass add
slash flask





LESSON 10

A **comma** is used before and after a name when the person is being directly addressed. For example, "Please, David, help me."

Type the following lines from the book of Psalms in the Bible. Notice how the Lord's name is set off with commas when it is being directly addressed. Notice how the Lord's name is not set off with commas when the writer is talking ABOUT Him but not TO Him.

I will praise thee, O Lord, with my whole heart.

Sing praises to the Lord.

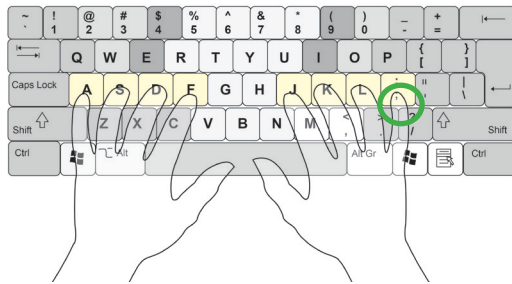
Thou, O Lord, art a shield for me.

I will love thee, O Lord, my strength.

I give thanks unto thee, O Lord.

You completed a page!
Place
Sticker
Here

LESSON 26



REVIEW: Locate the **question mark** key. Type 10 question marks by using the finger circled in green above WHILE you press the shift key with the other hand (the left hand).

Type three sentences that are questions.

LESSON 28

Type a short poem inspired by the painting on this page.



LESSON 27

Type the following sentences, finishing them with your own ideas.

Once upon a time, a boy was ...

On a bright summer morning, Lily ...

All of a sudden, I heard ...

Across my cheek I felt ...

Floating in the breeze was the smell of ...



LESSON 29

Type the following contractions.

isn't wasn't shouldn't

didn't don't can't

won't she'll wouldn't

hasn't can't doesn't

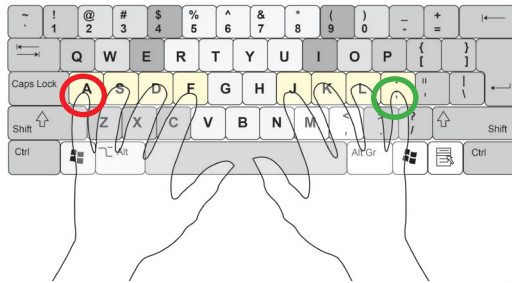
we'd he'd they're

where's when's that's

how's when'll you'd

You completed a page!
Place
Sticker
Here

LESSON 42



A **number one [1]** is made by pressing the number 1 key on the top row of numbers with the finger circled in red above.

A **number zero [0]** is made by pressing the number 0 key on the top row of numbers with the finger circled in green above.



Type the sentences below.

I had 10 cats and 10 dogs.
Read pages 1 to 10.
I saw 10 owls and 10 mice.
Read chapters 10 and 11.
I need 10 books and 11 rulers.
The book has 101 pages.

“Writing . . . is the greatest invention of the world.”

—Abraham Lincoln



You completed a page!
Place
Sticker
Here

LESSON 43



Type the following numbers and commas.

10, 11, 101, 111, 1001, 100,
10, 11, 0, 1, 111, 101, 11, 10
11, 100, 101, 111, 0, 10, 110,
11, 100, 0, 10, 101, 111, 100

MEASURE YOUR PROGRESS

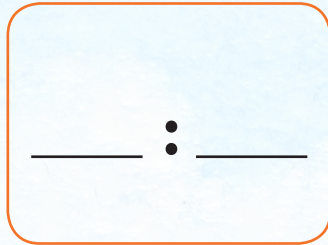
The course book will tell you when to use this page to measure your progress.

MEASURE 1

Write in minutes and seconds (e.g., 1:30 or 00:45)

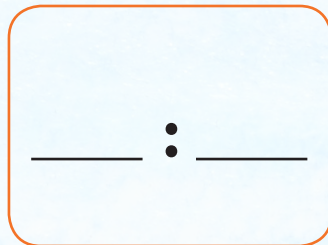
1st Time (Lesson 21)

Write your time here:

A rounded rectangular box with an orange border. Inside, there are two horizontal lines, one on the left and one on the right, separated by a vertical colon (:). This is a template for writing a time in minutes and seconds.

2nd Time (Lesson 68)

Write your time here:

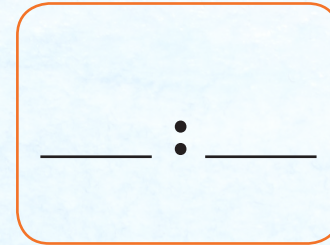
A rounded rectangular box with an orange border. Inside, there are two horizontal lines, one on the left and one on the right, separated by a vertical colon (:). This is a template for writing a time in minutes and seconds.

MEASURE 2

Write in minutes and seconds (e.g., 1:30 or 00:45)

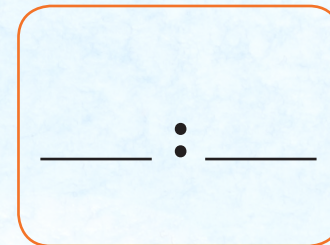
1st Time (Lesson 46)

Write your time here:

A rounded rectangular box with an orange border. Inside, there are two horizontal lines, one on the left and one on the right, separated by a vertical colon (:). This is a template for writing a time in minutes and seconds.

2nd Time (Lesson 69)

Write your time here:

A rounded rectangular box with an orange border. Inside, there are two horizontal lines, one on the left and one on the right, separated by a vertical colon (:). This is a template for writing a time in minutes and seconds.

Typing 3




The Good and the Beautiful
CURRICULUM



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.

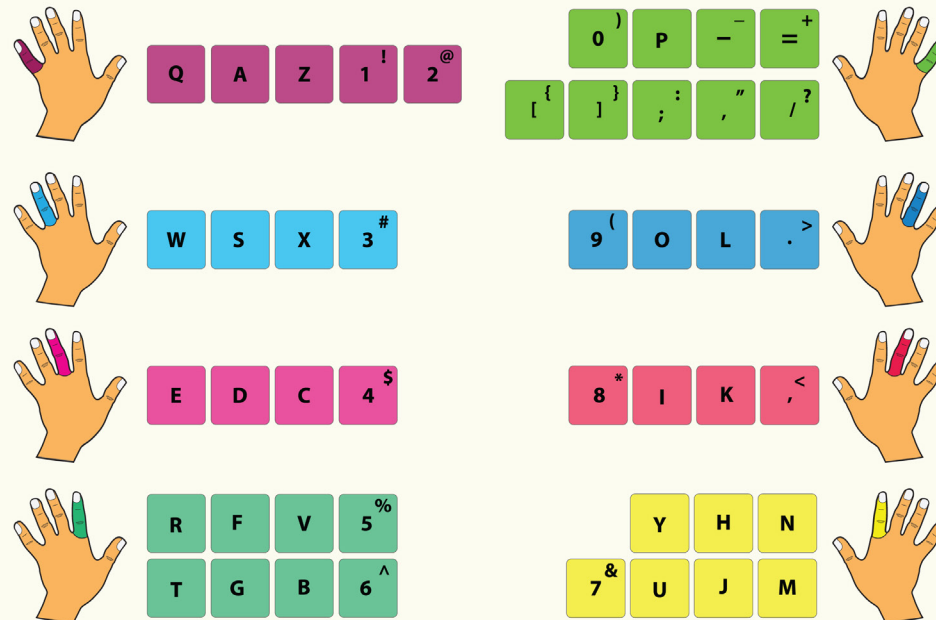
KEYBOARD FINGER CHART



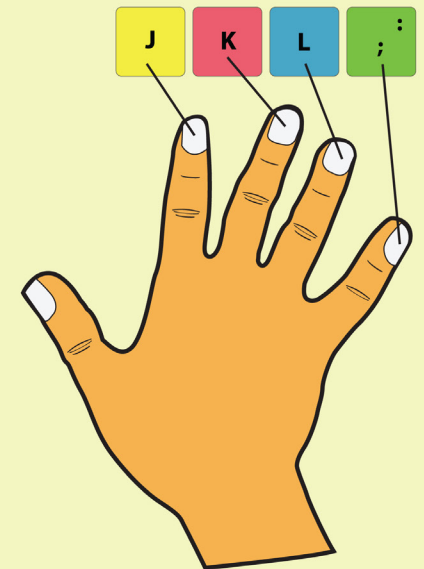
LEFT FINGER

RIGHT FINGER

LEFT HOME ROW KEYS



RIGHT HOME ROW KEYS





How to Complete a Lesson

#1: Getting Ready

1. Open a blank page in a word processing program, such as Google Docs, Pages, or Word.
2. Open your course book to your current lesson.
3. Prop up your course book on an easel document holder next to the computer.

#2: Completing the Lesson

1. Follow the lesson instructions, typing in the word processing program.
2. If you make a mistake while typing, use the BACKSPACE or DELETE key to fix the mistake before moving on.
3. Have your parent or teacher check your work and put a check in the shell check boxes.
4. When you have completed a page, choose a sticker to place on the page in the spot indicated.

You should complete at least one lesson a day, but you may do as many lessons as you want.

If you have to stop in the middle of a lesson, mark where you stopped and start there next time.



LESSON 1

Place your hands on and off home position four times. Make sure you are using correct posture and hand position.

Type the following poem, “At the Sea-side,” by Robert Louis Stevenson. Use proper punctuation (commas, periods, and quotation marks). Always bring your fingers back to home position.

“When I was down beside the sea
A wooden spade they gave to me
To dig the sandy shore.

My holes were empty like a cup.
In every hole the sea came up,
Till it could come no more.”





LESSON 9

The song below is called “Master, the Tempest is Raging,” written by Mary Ann Baker about Christ, the Master. Type the song. Remember to press the ENTER or RETURN key after each line.

When you are done typing, use your mouse to select all of the text. Center the text by finding and clicking the menu tool like the one circled:



Master, the tempest is raging!

The billows are tossing high!

The sky is o’ershadowed with blackness,

No shelter or help is nigh:

“Carest Thou not that we perish?”

How canst Thou lie asleep,

When each moment so madly is threat’ning

A grave in the angry deep?

The winds and the waves shall obey Thy will.

Peace, be still! Peace, be still!

Whether the wrath of the storm-tossed sea,

Or demons, or men, or whatever it be,

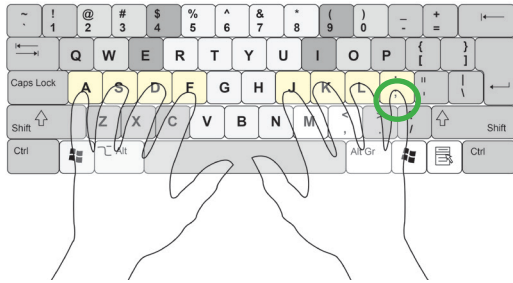
No water can swallow the ship where lies
the Master of ocean and earth and skies;

They all shall sweetly obey Thy will!

Peace! Peace! be still!



LESSON 12



A slash [/] is used in several ways. One way is to write dates in numerical (number) form.



Locate the SLASH key (to the right of the period key). Type the SLASH key 10 times, using the finger circled in green above.

Type the dates below both ways.

January 12, 1900	01/12/1900
February 1, 2002	02/01/2002
March 24, 2018	03/24/2018
August 20, 2004	08/20/2004
December 24	12/24
September 21	09/21



LESSON 13

Type the following scripture. Use your mouse to select the text and then center it. Select just the title and bold it.

Psalms 107:29-31

He maketh the storm a calm, so that the waves thereof are still.
Then are they glad because they be quiet; so he bringeth them
unto their desired haven. Oh that men would praise the Lord for
his goodness, and for his wonderful works to the children of men!





LESSON 23

Type the following numbers, commas, and colons.

10, 11, 202, 203, 304, 100

4567: 9090: 901: 088: 123

1029, 8345, 2983, 0900

1234: 5678: 90: 098: 765

4321, 83, 099, 34, 89, 90



LESSON 24



The **AT SIGN** [@] is used in place of the word “at” in email addresses and informally in some measurements.

Locate the AT SIGN key (on the number 2 key). While pressing Shift with the right hand, press the AT SIGN key with the finger circled in red. Type the at sign 10 times. Then, type the lines below.

I'll see you @ 7:00!

Meet me at the park @ 10:30.

myemailaddress@email.com

Do you want lunch @ 12:15?



You completed a page!

Place
Sticker
Here

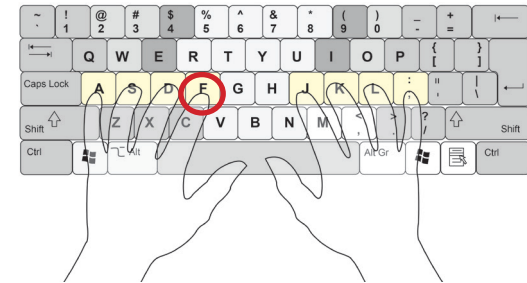


LESSON 34

Type the following lyrics to the song “Abide with Me” by Henry F. Lyte.

Abide with me; fast falls the eventide;
The darkness deepens. Lord, with me abide.
When other helpers fail and comforts flee,
Help of the helpless, oh, abide with me.

LESSON 35



The percent sign [%] is a symbol for *percent*. It comes after the number.



Locate the PERCENT SIGN key (on the number 5 key). While pressing Shift with the right hand, press the PERCENT SIGN key with the finger circled in red. Type 10 percent signs.

Then type the sentences below.

10% of \$1.00 is 10 cents.

She donated 20% of the \$5.00 she earned (\$1.00).

It was between 15% and 25%.

99% of the time I choose strawberry flavor.

LESSON 39



Type the following scripture. Use the correct finger for each key. To indent the scripture reference on the last line, press the Tab key three times.

The Lord on high is mightier than the noise
of many waters, yea, than the mighty waves
of the sea.

Psalm 93:4



MEASURE YOUR PROGRESS

The course book will tell you when to use this page to measure your progress.

MEASURE 1

Write in minutes and seconds (e.g., 1:30 or 00:45)

1st Time (Lesson 11)

Write your time here:

_____ : _____

2nd Time (Lesson 60)

Write your time here:

_____ : _____

MEASURE 2

Write in minutes and seconds (e.g., 1:30 or 00:45)

1st Time (Lesson 25)

Write your time here:

_____ : _____

2nd Time (Lesson 61)

Write your time here:

_____ : _____