



# 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)

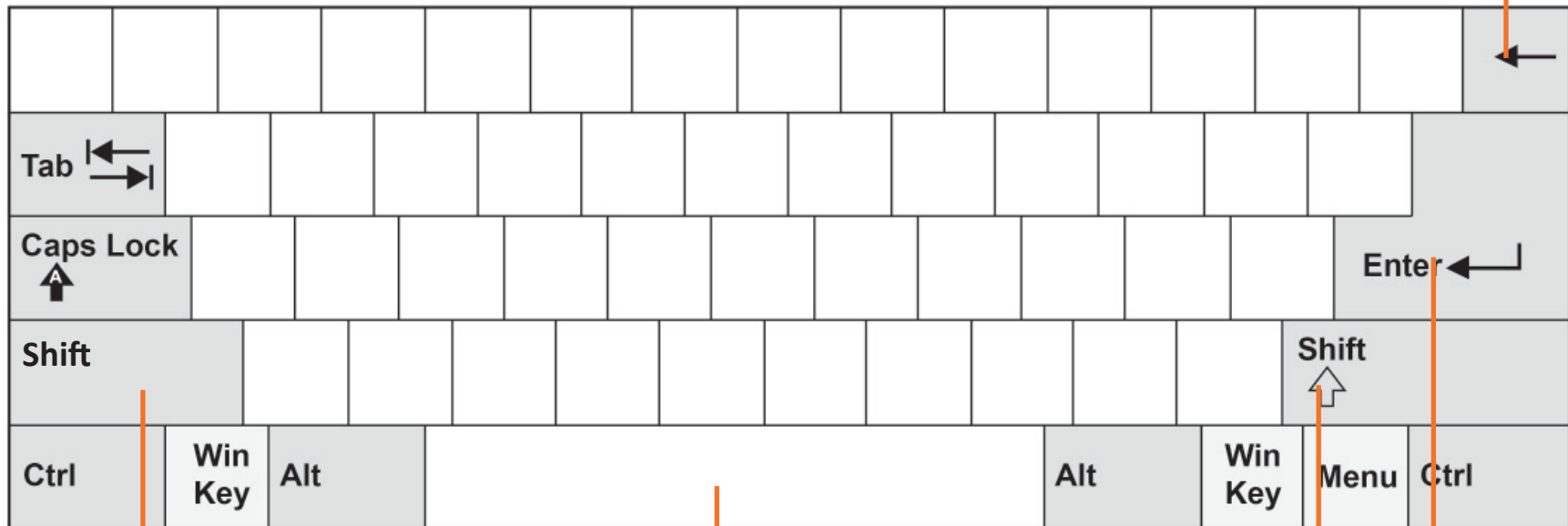
## How the Course Works

- 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.

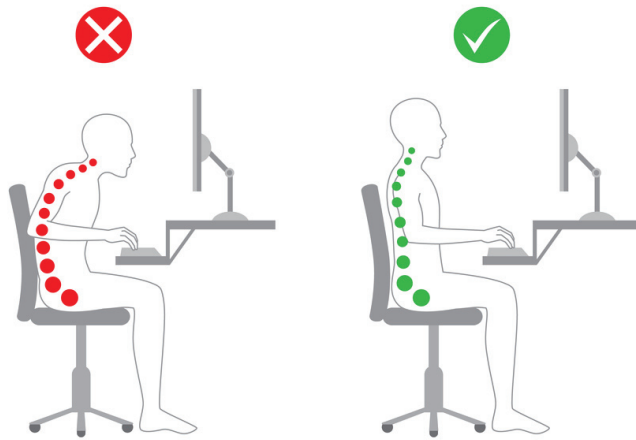
You should complete at least 1 lesson a day, but you may do as many lessons as you want.

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.**

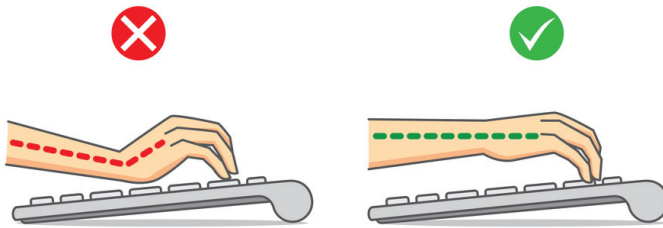
1. Your feet should be \_\_\_\_\_  
on the floor.

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.



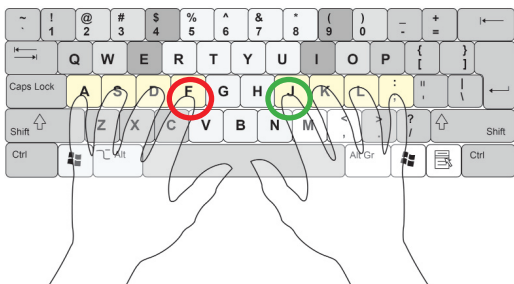
Stand up and sit back down on your chair and place your hands correctly on the keyboard. Practice this three times, making sure you do the following:

- 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)



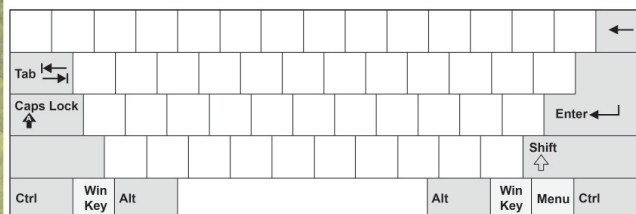


This is **home position**. Keep your fingers on these keys, and return to them after pressing any key that is not on home row. Use either thumb to press the space bar. Use the finger circled with red to press G. Use the finger circled with green to press H.

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

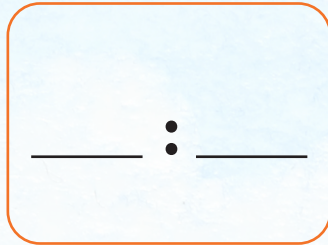
The course book will tell you when to use this page to measure your progress.

## MEASURE 1

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

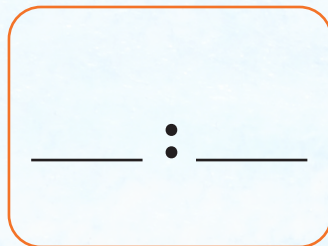
1st Time (Lesson 10)

Write your time here:



2nd Time (Lesson 73)

Write your time here:

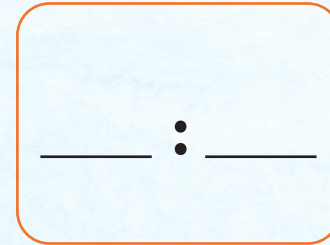


## MEASURE 2

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:

