

Typing 2



The Good and the Beautiful
CURRICULUM

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.

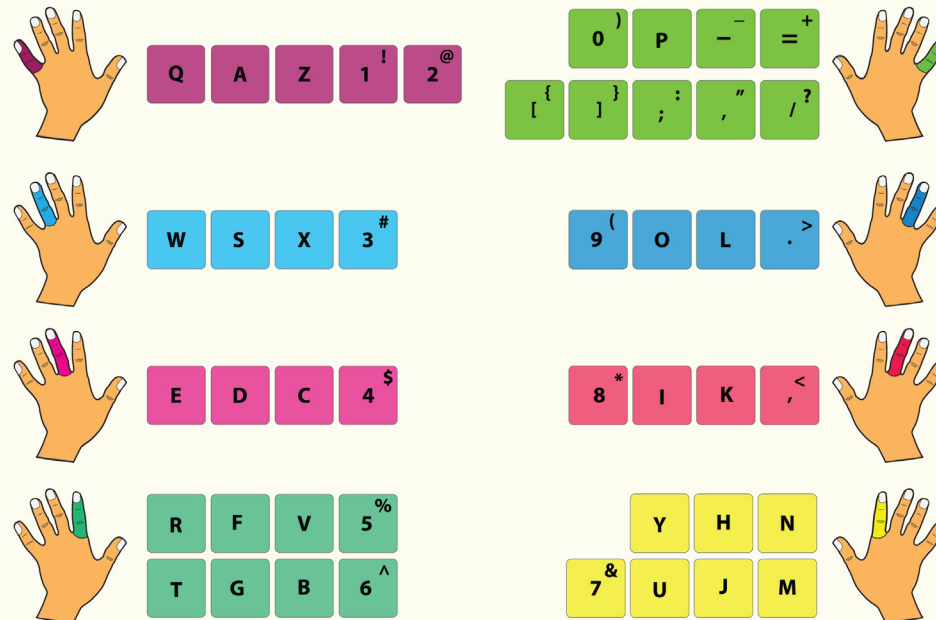
KEYBOARD FINGER CHART



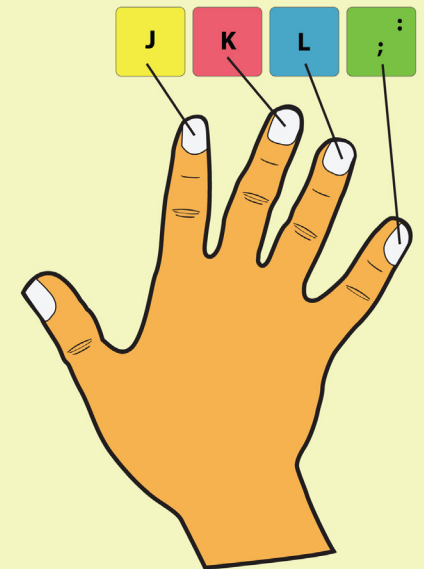
LEFT FINGER

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

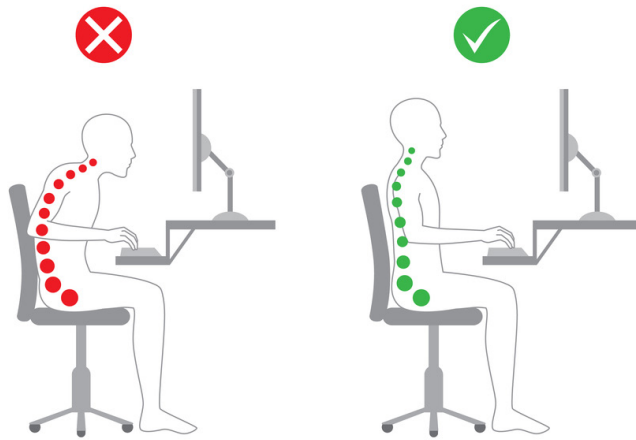
1. Follow the lesson instructions, typing in the word processing program.
2. If you make a mistake while typing, use the BACKSPACE or DELETE KEY to fix the mistake before moving on.
3. Have your parent or teacher check your work and put a check in the leaf check boxes.
4. When you have completed a page,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

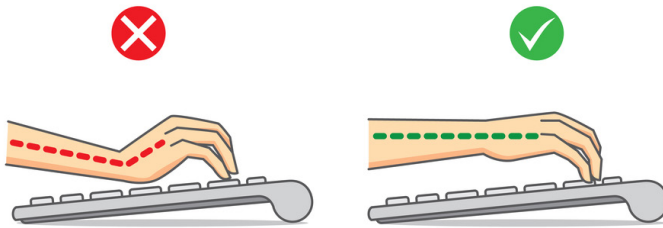
1. Your feet should be _____
on the floor.

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.

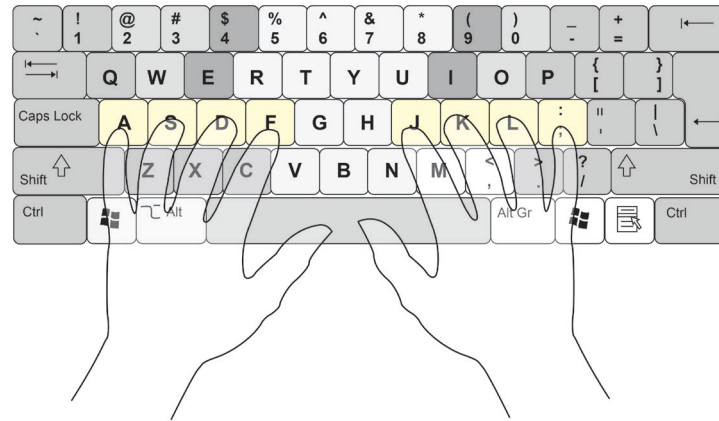
Circle the correct answers.

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)

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.



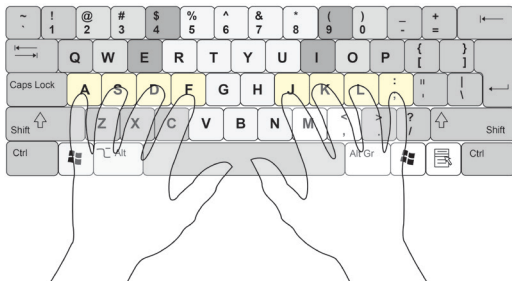
Both of your thumbs rest on the space bar. Press the space bar five times.

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.

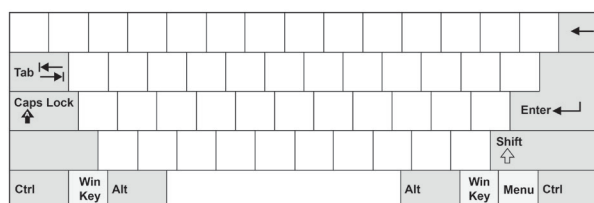
To start a new line, you press the ENTER or RETURN key with your right pinky finger. Press the ENTER or RETURN key five times, bringing your finger back to home position in between each strike.

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.

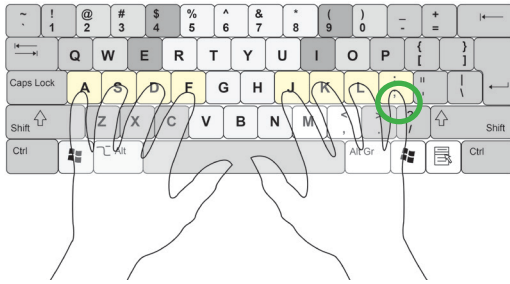
Thou, O Lord, art a shield for me.

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.

You completed a page!
Place
Sticker
Here



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

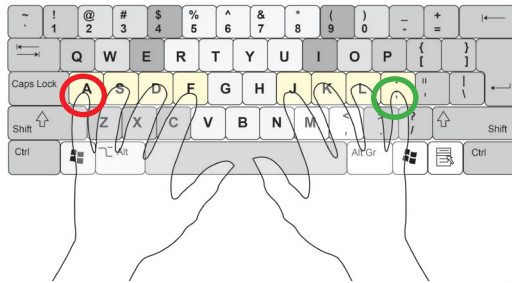
hasn't can't doesn't

we'd he'd they're

where's when's that's

how's when'll you'd

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



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

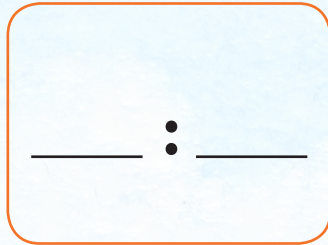
The course book will tell you when to use this page to measure your progress.

MEASURE 1

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

1st Time (Lesson 21)

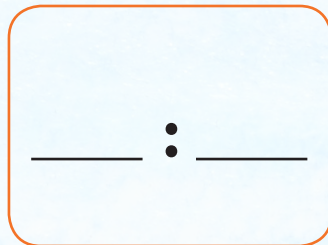
Write your time here:



_____ : _____

2nd Time (Lesson 68)

Write your time here:



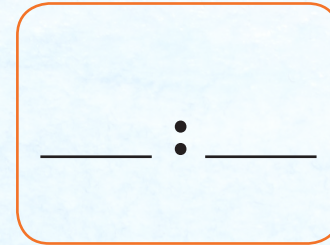
_____ : _____

MEASURE 2

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

1st Time (Lesson 46)

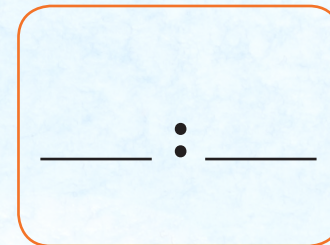
Write your time here:



_____ : _____

2nd Time (Lesson 69)

Write your time here:



_____ : _____