

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.

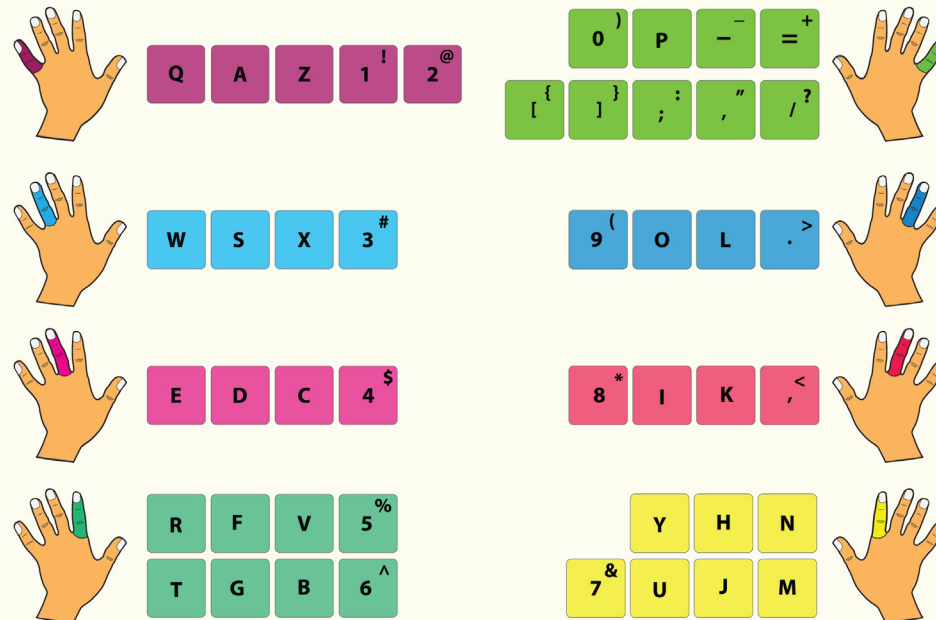
KEYBOARD FINGER CHART



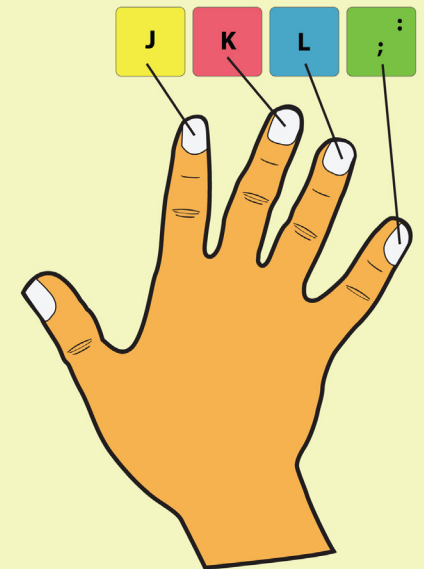
LEFT FINGER

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

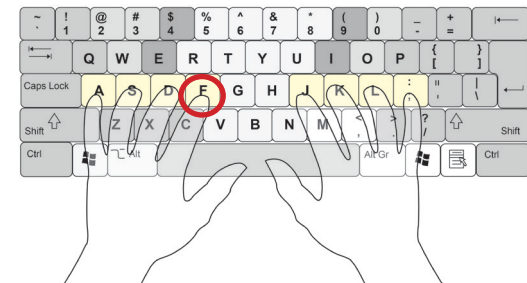


LESSON 34

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:

_____ : _____