

KEYBOARDING 9/10/11 - TIMELINE

TERM ONE

- Alphabet, Punctuation, Numbers, and Symbols

| HOUR | LESSON | ACTIVITY |
|------|-------------------------------------|---|
| 1 | Course Outline, Technique, Home Row | InformationProcessing textbook: Lessons 1 and 2 |
| 2 | E, H, T | Textbook-Lesson 3 |
| 3 | I, G, N | Textbook-Lesson 4 |
| 4 | Review | Textbook-Lesson 5 |
| 5 | O, R, Left Shift | Textbook-Lesson 6 |
| 6 | U, W, Period | Textbook-Lesson 7 |
| 7 | Review | Textbook-Lesson 8 |
| 8 | P, Comma, Right Shift, | Textbook-Lesson 9 |
| 9 | M, C, Q | Textbook-Lesson 10 |
| 10 | Review | Textbook-Lesson 11 |
| 11 | B, Y, X | Textbook-Lesson 12 |
| 12 | V, Z | Textbook-Lesson 13 |
| 13 | Review | Textbook-Lesson 14 |
| 14 | Review | Textbook-Lesson 15 |
| 15 | Review | Textbook-Lesson 16 |
| 16 | Colon, Question Mark | Textbook-Lesson 17 |
| 17 | Apostrophe, Hyphen | Textbook-Lesson 18 |
| 18 | Quotation Mark | Textbook-Lesson 19 |
| 19 | Review | Textbook-Lesson 20, All the Right Type |
| 20 | Review | Textbook-Lesson 21, All the Right Type |
| 21 | Review | Textbook-Lesson 22, All the Right Type |
| 22 | 2, 3, 4 | Textbook-Lesson 23, All the Right Type |
| 23 | 7, 8, 9 | Textbook-Lesson 24, All the Right Type |
| 24 | 1, 0, \$ | Textbook-Lesson 26, All the Right Type |
| 25 | 5, 6, % | Textbook-Lesson 27, All the Right Type |
| 26 | Parentheses, Slash | Textbook-Lesson 29, All the Right Type |

- Warmup Sheets/Records
- 3-Minute Timings
- Personal Business Letters

TERM TWO

- Reinforcement of Alphabet and Punctuation (Typing Pal / All the Right Type)
- Warmup Sheets/Records
- 5-Minute Timings
- Business Letters with Letterhead
- Unbound Reports
- Leftbound Reports

WARMUP RECORD

Name _____

Block _____

| POINTS | |
|-------------|---|
| A+ | 5 |
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| E or Absent | 0 |

| DRILL SHEET NUMBER: _____ | | | |
|---------------------------|--------------|--------|----------------------|
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| | | | Total Points: |

| DRILL SHEET NUMBER: _____ | | | |
|---------------------------|--------------|--------|----------------------|
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| | | | Total Points: |

| DRILL SHEET NUMBER: _____ | | | |
|---------------------------|--------------|--------|----------------------|
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| | | | Total Points: |

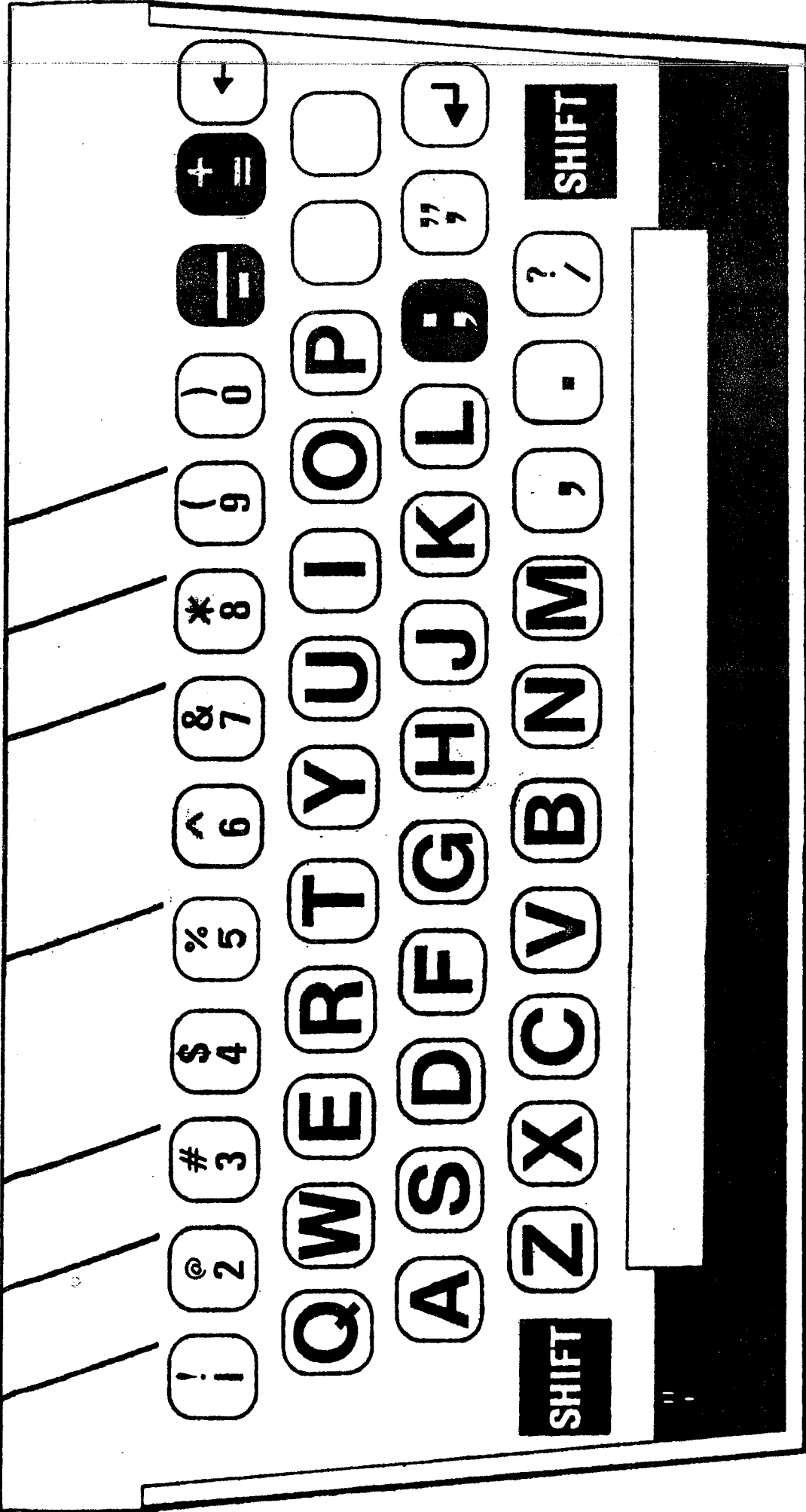
| DRILL SHEET NUMBER: _____ | | | |
|---------------------------|--------------|--------|----------------------|
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| Date: | Line Number: | Grade: | Points: |
| | | | Total Points: |

WARMUP MARKS

Name _____
Block _____

| MARK OUT OF 50 | |
|----------------|------|
| Total Points | Mark |
| 20 | 50 |
| 19 | 48 |
| 18 | 46 |
| 17 | 44 |
| 16 | 43 |
| 15 | 41 |
| 14 | 39 |
| 13 | 38 |
| 12 | 37 |
| 11 | 36 |
| 10 | 34 |
| 9 | 32 |
| 8 | 30 |
| 7 | 27 |
| 6 | 24 |
| 5 | 22 |
| 4 | 20 |
| 3 | 15 |
| 2 | 10 |
| 1 | 5 |

| DRILL SHEET NUMBER | TOTAL POINTS | MARK OUT OF 50 |
|--------------------|--------------|----------------|
| | | |
| | | |
| | | |
| | | |



! @ # \$ % ^ & * () = + →

Q W E R T Y U I O P

A S D F G H J K L ; ' →

← SHIFT ? / , ' . / SHIFT

Handwritten marks on the right side of the page, including a large 'E' and a '5'.

KEYBOARDING TECHNIQUE

1. **KEYBOARD** Bring keyboard to front edge of table.
2. **BODY** Center body at key. Body is a - away from keyboard.
3. **FEET** Feet are flat on .
4. **BACK** Back is against chair.
5. **ARMS** Arms are like keyboard. Arms hang .
6. **FINGERS** Fingers are . Fingers rest on .
7. **THUMBS** thumb is held above space bar. thumb rests on space bar.
8. **HANDS** Base of hands are .
9. **EYES** Eyes remain on or , not on .
10. **HEAD** Head faces copy stand at 30 degree angle or faces screen.

