Symbols Lesson

Practice

A1a s2s d3d f4f a1a s2s d3d f4f

F5f j6j k8k l9l ;0; f5f j6j k8k l9l ;0;

1. The Republic of Kenya is located in east Africa and borders the Indian Ocean on its southeast.
2. On Saturday Ida and Dee stayed at home and watched “Shrek 2.”
3. Next summer Joanna wants visit Rockefeller Center in New York City.
4. The Union Pacific Railroad has 32,012 miles of track.
5. Mr. Samuel’s class is going on a field trip to the Metropolitan Museum of Art.
6. Disney’s Aulani Resort Hotel opened last year.
7. Jim will be attending the University of California on the fall.
8. The “Hunger Games” by Suzanne Collins is being made into a movie this spring.
9. The White House is located at 1600 Pennsylvania Avenue.
10. In 1895 Queen Lilioukalani was imprisoned at Iolani Palace for eight months.

Percent

A percent sign (%) is used after a number that is a percent. There is usually no space before a percent sign and one space after the sign. To make a percent sign, hold down the right Shift key and press 5 this the F finger.

Practice

F5f f%f f5f f%f f5f f%f f5f f%f

1. Their share of the profits came to 25%of the total sales/
2. Hawaii State Tax is 4.712% of the purchase price.
3. What is 35% of 80?
4. Sixty-six percent of the people in the U.S. live in their own home.
5. If your grade is 91%, that is considered an A.

Ampersand

The ampersand is a symbol that represents the word “and.” It is often seen in company names and advertisements. That ampersand should not be used in regular sentences to replace the word “and.” To make an ampersand, hold down the left Shift key and press 7 with the J finger.

Practice

J7j j&j j7j j&j j7j j&j j7j j&j j7j j&j

1. The contract was made with Smith & Jones, Consulting.
2. Alexander & Baldwin, Inc. owns Matson Navigation Consulting.
3. D&B (Dave and Busters) is a fun place to go.
4. I love getting S&S saimin at the carnival!
5. Staying at a B&B is getting to be popular way to save money while traveling.

Asterisk

The asterisk is used to show a single footnote. It is placed after the text that is being annotated and before the note at the bottom of the page. Multiple asterisks are used for the additional footnotes. The asterisk is also used to show multiplication in the spreadsheets. For multiplication, there may or may not be a space after. To type an asterisk, hold down the left Shift key and press 8 with the K finger.

1. This product has a life-time warranty.\*
2. \*Warranty does not protect against acts of war, internal uprising, domestic unrest, natural disasters, or acts of God.
3. \*Note: Prices subject to change without notice.
4. In Excel, typing a formula =(5\*3) will be enter in 15 in the cell.
5. The \* is used to represent multiplication in the calculator.

Hash Mark or Pound Sign

When used before a number, the hash mark (#) represents the word “number.” When used after a number, this symbol presents the word “pounds” or the abbreviation “lbs.” There is no space when used before or after a number. Hash marks are now also used as a keyword tag in Twitter. To type a pound sign of hash mark, hold down the right Shift key and press 3 with the d finger.

Practice

D3d d#d d3d d#d d3d d#d d3d d#d

1. If you search for the #iPhone you will be able to see all the tweets regarding iPhones.
2. I ordered 24# bond paper which is heavier weight than 16#.
3. Please use a #2 pencil on the test.
4. The #86 express bus is due to arrive in 5 minutes.
5. We need to use a #10 envelope for the letter.

Underscore

The underscore (\_) is sometimes used to create a visual space between characters when a space is not permitted, (e.g. in computer filenames, e-mail addresses, and in URLs) A series of underscores (\_\_\_\_\_\_\_) may be used to create a blank line on a form. It is also sometimes used to create a horizontal line, if no other method is used. To type underscore, hold down the left Shift key and press – with the ; finger.

Practice

;\_; ;\_; ;\_; ;\_; ;\_;

Equal and Plus Signs

To type an equal sign (=), press the = key with the ; finger. To type a plus sign (+), hold down the left Shift key and press = with the ; finger.

Practice

;=; ;+; ;=; ;+;

Less Than and Greater Than Signs

To type the less than sign (<), hold down the left Shift key and press the , (comma) key with the K finger. To type the greater than sign (>), hold down the left Shift key and press . (period) with the L finger.

Practice

K<k k<k k<k k<k k<k k<k k<k k<k k<k

l>l l>l l>l l>l l>l l>l l>l l>l l>l

1. My email address is: [Mary\_Smith@gmail.com](mailto:Mary_Smith@gmail.com).
2. Name:\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_
3. Is the following sentence true? n+8<= n+7
4. Solve: 2x=6=16
5. My mom ordered a HE > i shirt for me yesterday!

@ Symbol

The @ symbol is the abbreviation for “at”. It can most often found in email addresses (e.g., [JohnSmith@gmail.com](mailto:JohnSmith@gmail.com)). The symbol separates the user’s email account name from the domain name or the email service provider. The @ symbol is also used for quoting prices(e.g., 7 widgets @ $2=$14.) To type an @ symbol, hold down the right Shift key and press 2 with the S finger.

Practice

S2s s@s s2s s@s s2s s@s s2s s@s

1. For the information about this website, [info@waquarium.org](mailto:info@waquarium.org).
2. If you would like to become a member, email us at [membership@honoluluacaademy.org](mailto:membership@honoluluacaademy.org).
3. We bought cherries @ $3.49 a basket and pears @ $2.99.
4. Gmail accounts end in gmail.com
5. I bought three Google shares @ 509.2 and sold them @ 610.9.