



**Passerelles
numériques**
A Gateway for Life

Touch Typing Course Part 3

Content

After finish the lesson student will be able to:

- Typing without watching their keyboard smoothly from letter A-Z
 - Capital letters and period
 - C and comma



Capital Letters and Period

We use Shift key + letter= Capital letter by:

1. Hold Shift with right **little finger**
2. Press "F" with left **index finger**



Capital Letters and Period

The keys period located below the home row. Key period is typed using the **right ring finger**.



Practice

- 1). Turn on your computer
- 2). Login into Typing Master with your account
- 3). Start to typing on "lesson Five= Capital Letters and Period"
 - New keys Shift = 5 min
 - Word drill = 5 min
 - New Keys Period = 5 min
 - Sentence drill= 2 time (5x2=10min)
 - Paragraph drill= 2 time (5x2=10min)
 - Lesson exam = 10min



Students follow with instruction from Teacher one by one.

C and Comma

The keys **C** and **comma** located below the home row. C and comma are typed using the **Middle Fingers**.



Practice

1). Continue to the next lesson Six " Keys **C** and **Comma**"

2). Start to typing with instruction below:

- New keys: C , = 5 min
- Word drill = 2 time (3x2=6 min)
- Bubbles game= 4 min
- Word drill= 5min
- Sentence drill= 5 min
- Paragraph drill= 2 times (5x2=10min)
- Lesson exam = 10min



Students follow with instruction from Teacher one by one.

HOMEWORK

- Student Need to finish home work both in chapter **Five** and **Six** in Typing Master before next session by complete “ Lesson Exam”.
- If you not complete, you can't continue to the next chapter.
- So it mean you need to qualify with speed in 10 min:
 - Less 15 wpm = 45 (can't continue)
 - 15-19 wpm= 50
 - 20-24 wpm = 60
 - 25-29 wpm = 70
 - 30-34 wpm =80
 - 35-39 wpm = 90
 - 40 up wpm= 100

Note: Teacher can check all your record typing. Do your best!



1. Login to Typing Master by your account
2. Open lesson 6 " Lesson Exam" in Typing Master
3. Your full score 40wpm= 100pts

Any Question ?????



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