



**Passerelles
numériques**
A Gateway for Life

Touch Typing Course Part 4

Content

After finish the lesson student will be able to:

- Typing without watching their keyboard smoothly from letter A-Z
 - Keys G H and apostrophe
 - Keys V N and question mark



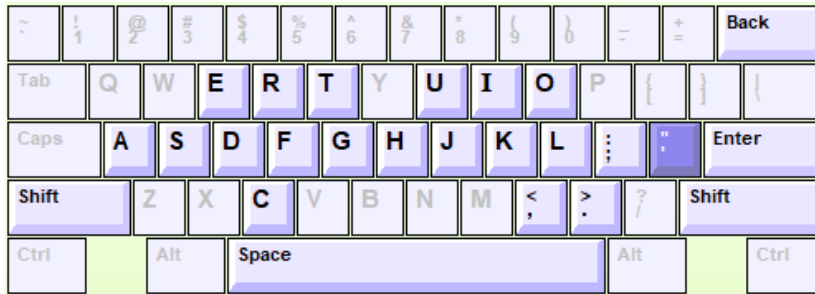
Keys G H and apostrophe

The keys G and H located on the same the home row.
Key G and H are typed using the **Index fingers**.



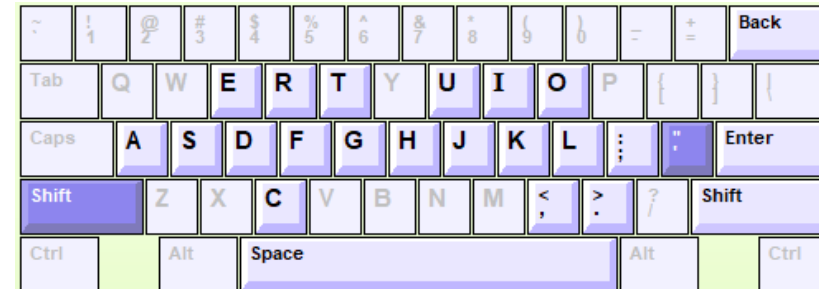
Keys G H and apostrophe

Single quote key is typed use right little finger.



Double quote key is typed use:

- 1). Hold Shift with left little finger
- 2). Press " key with right little finger"



Practice

- 1). Turn on your computer
- 2). Login into Typing Master with your account
- 3). Start to typing on "lesson seven= Keys G H and apostrophe"
 - New keys: G H= 5 min
 - Word drill = 2 time (4x2=8 min)
 - New keys: " = 2 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.

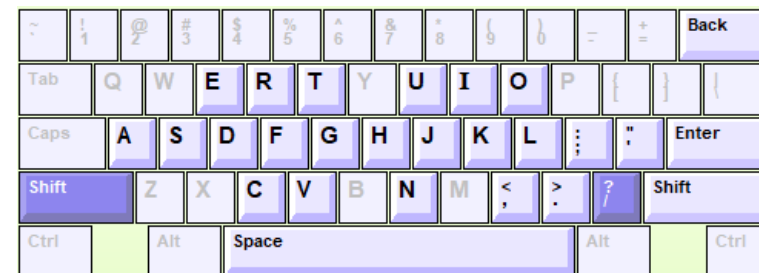
Keys V N and Question mark

The keys **V** and **N** located below the home row. V and N are typed using the **Index Fingers**.



The keys **?** Located below the home row. **?** Are typed using :

1. Hold Shift with left little finger
2. Press "?" key with right little finger





Practice

- 1). Continue to the next lesson Eight " Keys **V N** and **Question mark**"
- 2). Start to typing with instruction below:
 - New keys: V N= 5 min
 - Word drill = 5 min
 - New keys: ? = 2 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 **Seven** and **Eight** 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 8 " Lesson Exam" in Typing Master
3. Your full score 40wpm= 100pts

Any Question ????



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