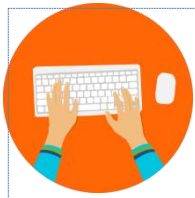


Touch Typing

Class Five

Lab 14



Lab Objectives:

- Introducing Punctuation
, . ; ? - () { } [] " !
- TAB, SHIFT, CAPS LOCK

Exercises

P u n c t u a t i o n - check the chart below for the correct finger position.

The comma is next to M and the full stop to its right. Use the same fingers as you do for K & L.

To type a capital letter as you have done before, or a special character such as brackets () or hyphen -

do the following ...

Hold the Right Shift Key for a Left Hand letter or character

Hold the Left Shift Key for a Right Hand letter or character.



Try these

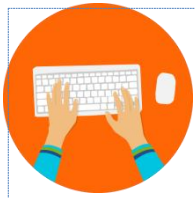
For the question mark, hold down the left Shift key while you type the / key.

For the exclamation mark, hold down the right Shift key while you type the 1 key.

The colon is on the semi-colon key and needs the left Shift key held.

For the dash and for the hyphen use the same upper row key, between 0 and =

The single quotation mark (beside the colon) is also used for the apostrophe.



More Sentence Exercises

Type the sentences below to practise your punctuation.

If you practise your typing each day, it will soon become easy.

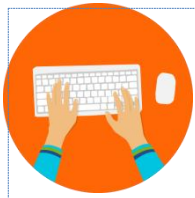
Instead of a comma - you could use the dash - above the P key.

Join for hyphen. First-class. Did you enjoy this typing course? I hope so!

"Hullo," said Julia to George. "Isn't it a really lovely day?"

"Stop! There's too much noise! It's giving me a headache!"

Press down the Caps Lock (above the Left Shift key) for full capitals headings.



Sentences with Brackets

Brackets. () are above 9 and 0 - hold the Shift key while you type these.

And these { } are beside P near the Shift key. { } P
{ } P { } P { } P { }

Hold the {Shift} key while you type these { }.

[] do not need the Shift key so are easier. [] Just
[RIGHT] of the [P] key.

They are on the same keys as { } to the right of [P].

To Underline words first click the mouse on the U on
the toolbar.

You can also click on B for Bold, or I for Italics.