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| **Page Number** | **Instructions** | **Your “Answer”** |
| 2 | What is the name of the non-QWERTY keyboard? | Dvorak |
| 3 | Will voice recognition software replace the keyboard soon? | No |
| 5 | type 123QWE | 123QWE |
| 5 | type 123qwe | 123qwe |
| 6 | Insert off: type Finish | Start Finish here |
| 6 | Insert on: type Finish | Start Fnish here |
| 7 | Insertion and selection practice | the cat flat |
| 8 | Using Backspace | This is a mistake |
| 8 | Using Delete | This is a mistake |
| 9 | Practice with Home and End | This is the first line. |
| 10 | type 123456789 | 123456789 |
| 11 | Record the “start time” | 12:51 |
| 11 | Type the stuff in the picture | It is quite right or you o have fun in the work you do, but be sure that you do the work and not jus have the fun. Work and fun may mix; but when they do not work comes first. when as hard as you wish. Do both with zest to be at your best. You have work that must be done now. Do the work well, and you will learn o type well |
| 11 | Record the “end time”. | 12:53 |
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