KEYBOARD SKILLS PRACTICE

This is just a short paragraph to practice keyboard skills. Do not press ENTER at the end of a line, but let the words automatically flow over to the following line. This is called Word-wrap.

Press ENTER twice to form a new paragraph and leave one open line between the paragraphs. Use the backspace or delete key to correct errors. Press the INSERT key to switch to Overtype Mode. Remember to keep the Shift key down when a capital letter is typed.

*Encourage the students to use the correct fingers. Make sure they do not press Enter at the end of each line.*

*Show the students how to insert their names in a header and make printouts.*

*[10] marks for accuracy*