**Keyboard Tips and Tricks Exercise**

Follow the directions for each exercise.

1. Type each sentence EXACTLY as it appears in the space below the sentence.

This is just a typing practice exercise.

You are just getting used to using the keyboard.

You are just typing sentences exactly as they appear.

If you have questions, please ask Emily.

In the next exercise, you will work with the backspace key.

In the exercise after that, you will work with the delete key.

2. This exercise will allow you to practice using the BACKSPACE KEY. For each word, move your INSERTION POINT to the end of the word (using either your mouse or the arrow keys) and use the BACKSPACE key to delete all of the letter E.

Cateeeeeee

Siteeeeee

Dogeeeeeeeeeeeeeeeeeeee

Hampereeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee

Songe

Flattereeeeeeeeeee

Computereeeeeeeeeeeeee

Keyboardeeeeeeeeeee

3. This exercise will allow you to practice using the DELETE key. For each word, move your insertion point to just BEFORE the letter E at the end and use the DELETE key to delete all of the extra letter E.

Hamstereeeeeee

Gerbileeeeeeeeeeeeeeeee

Deskeeeeeeeeeeee

Chaireeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee

Cherryeeeeeee

Calendare

Spaghettieeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee

4. Error correction exercise. Fix each bottom sentence using the BACKSPACE and DELETE keys (as well as any other keys you need) so that the bottom sentence is the same as the top sentence.

This is another exercise.

Thiss iz anothur exercise

You are just getting practice using the keyboard.

Y oar jusst gettting practise yusing teh keeboard.

This will come in handy when using the internet.

Thhis will com inn hanndy wen usingg the interrnet!

Sometimes, you need to be able to delete one or two characters at a time.

Sometimes, you need to be abel to dleete on or to charakters ata time.

Sometimes, you need to use the space bar.

Sometimes,youneedtousethespacebar.

5. Use the space bar to create a space between each word. Place your insertion point at the location at which you want the space. Words alternate between all capital letters and all lowercase letters, so you know where to put your insertion point.

CATdogHOUSEhatMOUSEratUMBRELLArainDOORwindowDESKchairPAPERpenPENCILcrayonDRAWINGpaintingSHELFdeskFIREwaterWINDairCARtruckLAMPlight

6. Use the “Enter” key to move the beginning of each sentence to the next line. Place your insertion point to the left of the beginning of each sentence, and then press “enter.”

This is just practice in using the “enter” key. The “Enter” key moves the insertion point to the next line. If the enter key is pressed when the insertion point is before words or a sentence, all of those words and the sentence will move to the next line. When you are using a program, the “enter” key can also act as a command. For example, when you type in a web address into the address bar, use the enter key to send the command about going to the web address to the server.

7. Highlighting Text. Practice highlighting text, and then copying and pasting that text. To highlight, place your insertion point to the left of the text you want to highlight, press and hold down the left button on your mouse, and then drag the mouse across the entire text. Then, press “Ctrl C” to copy, and “Ctrl V” to paste. There are five sentences below to practice with.

This is sentence one to practice with.

This is sentence two to practice with.

This is sentence three to practice with.

This is sentence four to practice with.

This is sentence five to practice with.

8. Highlighting text and then typing: this exercise will just show you that when you highlight text and start typing, the highlighted text is REPLACED with the new text. If you highlight text and do anything (backspace, delete, etc), it affects the entire text. Experiment with this with the next five sentences.

This is sentence one to practice with.

This is sentence two to practice with.

This is sentence three to practice with.

This is sentence four to practice with.

This is sentence five to practice with.