## **Introduction to Foundations of Typing**

*Foundations of Typing* is a 36-week set of daily lessons teaching typing skills for students from grades 3-12.

You probably didn't learn to type until high school, if you ever took a typing class at all. However, the world our children live in is completely different. Typing is an incredibly important skill.

- Almost every job requires the use of a computer.
- Over 90% of American homes have a computer.

However, incorrect use of fingers on a computer keyboard can lead to repetitive strain injury, not to mention an inefficient use of time because of slow typing.

As we think about preparing our children for ministry in the Kingdom of God, we also realize the importance of computer skills in establishing ministries and assisting others in ministry, not to mention the vast amount of communication they need to be prepared for online and through email.

Since typing seems to be an inevitable skill, why not use it as the perfect opportunity to think about and meditate upon God's Word? As your children practice their typing skills each day, we'll plant Scripture into their hearts and minds.

Once we learn enough letters to be able to type verses from the Bible, we'll head into the book of Proverbs, as well as other "practical-living" sections of Scripture, such as Paul's epistles and the words of our Master Yeshua.

*"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things"* (*Philippians 4:8, ESV*).

#### **Topics Covered**

Our typing curriculum can be used for most ages who are established in reading.

*Note: If you need to teach a non-reader how to type, we recommend purchasing* Individualized Keyboarding *by AVKO.* 

#### How to Use This Curriculum

#### WEEKLY FORMAT

In our home, we assign a daily typing practice time, which can be completed by the student independently.

**Days 1-4:** The student will learn new letters on a standard keyboard, then practice what he has already learned.

Day 5: We schedule a fun review game online, using free Internet typing websites.\*

\*Always supervise your children online.

#### SUPPLIES NEEDED

- Each student needs to print the weekly **typing lessons**. We recommend placing the lessons in a 3-ring binder, but a clipboard might be even easier. We do *not* recommend typing from the computer screen, if you can help it.
- You will also need some sort of **word-processing software** for your student. If you don't own this already, we highly recommend Open Office (free).
- Later in the year, your student will type directly from his **Bible**.

## **Need Help Teaching Typing?**

We'd love to help! Contact us if you're having trouble understanding or explaining a topic. We'll make a video and show you how we teach it at our house. That's what community is for!

## **About Foundations of Typing**

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# "Therefore all things whatsoever ye would that men should do to you, do ye even so to them" (Matthew 7:12).

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# Typing - Week 1

## <u>Day 1</u>

Open a Word Processing program on your computer, or even a program such as Notepad.

Set this lesson on your desk. You should be sitting squarely in front of your keyboard, and only your head and eyes will be turned toward this lesson.

Before you start:

- Curve your fingers over the "Home Row" keys.
- Most keyboards have a bumpy dot on the F and J keys. You should be able to feel it with your index fingers.
- The sides of both thumbs should rest lightly on the space bar.



Type this row of gray letters. Don't say the letters out loud as you type. Just quietly think them in your head.

fdsajkl; (Now move your right pinky over and press "Return.")

Do you see the spaces between the groups of letters in this next set? You type a space by pressing your right thumb.

jjj ddd kkk sss lll aaa ;;; (Press "Return.") fff fff jjj ddd kkk sss lll aaa ;;; (Press "Return" twice.) jjj ddd kkk sss lll aaa ;;; fff ijj ddd kkk sss lll aaa ;;; fff jjj ddd kkk sss lll aaa ;;; fff fff jjj ddd kkk sss lll aaa ;;; (Press "Return" twice.) jj d dd k kk s ss l ll a aa ; f ff j ;; jj d dd k kk s ss l ll a aa ; f ff ÷ ;; fj dk sl a; fj dk sl a; fj dk sl a; fj dk sl a; ff dd ss aa ff dd ss aa ff dd ss aa ff dd ss aa jj kk ll ;; jj kk ll ;; ij kk ll ;; jj kk ll ;; ff ;; dd ll ss kk aa ήj ff ;; dd ll ss kk aa ήή fl fk fj ff f; ff f; fl fk fj ff f; fl fk fj ff f; fl fk fj ;; ;a ;s ;d ;f aj sk dl f; ;f ld ks ja aj sk dl f; ;f ld ks ja fad sad rad lad fad sad rad lad

ask dad; sad dad; sad fad dad; ask dad; sad dad; sad fad dad;

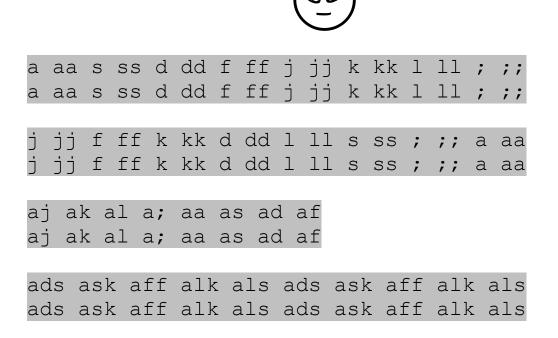
(Whew! Rest a moment!)

Now you need to "save" the document you've made. Your mother should be able to help you.

• Name your document: typing1

#### <u>Day 2</u>

Keep your eyes on this lesson as you type. Resist the urge to look at your fingers or at your computer screen.



	_	jkl;	_				
fds	sa j	jkl;	f	jdks	sla;	•	
C I	<b>6</b> 1	- 7	- 7	٦.	٦.	6	6 -
		al					
±⊥	±⊥	al	al	⊥a	⊥a	İa	İa
	_	-	_				_
		af					
ad	ad	af	af	as	as	sa	sa

Be sure your fingers don't slide around the keyboard. Feel the bumps under your index fingers.

as ad ask dad add fad jak lad sad lass fads as ad ask dad add fad jak lad sad lass fads as dad; a fall; sad lad; ask dad; fall fads; as dad; a fall; sad lad; ask dad; fall fads; alas a jak; dad as a lad; add a salad; alas a jak; dad as a lad; add a salad;

Do you remember how to "save" the document you've made?

• Name your document: typing2

#### <u>Day 3</u>

Let's warm up. Remember not to look at your fingers or at the computer screen.

asdf jkl; asdf jkl; fdsa ;lkj fdsa ;lkj ff jj dd kk ss ll aa ;; fjdksla; ff jj dd kk ss ll aa ;; fjdksla;



Let's learn a new key: E You will reach up from the D to the E.

d d ed ed de de ede ded d d ed ed de de ede ded ef ef ed ed es es ea es es ef ef ed ed es es ea es es

ed ed eke k eel eel fee fee fed fed led led ed ed eke k eel eel fee fee fed fed led led

Let's learn another new key: H You will reach over from the J to the H.

jj	hj	hj	jh	jh	hh	hh	hj	hj	jh	jh
jj	hj	hj	jh	jh	hh	hh	hj	hj	jh	jh

hh hh ha ha sh sh fh fh hk hk hl hl h; h; hh hh ha ha sh sh fh fh hk hk hl hl h; h;

hj jh hah hah had had has has ask ash ask ask hj jh hah hah had had has has ask ash ask ask

Take a break for a moment. Have your eyes been staying on this lesson, rather than looking at your fingers?

eh ee hh eh eh he he eh ee hh eh eh he he

heed heed heel heel heal heal heed heed heel heel heal heal

sh sh ash ash she she self self sh sh ash ash she she self self

shed shed sash sash sh sh ash ash shed shed sash sash sh sh ash ash

elk elk kale kale lead lead lake lake dash dash elk elk kale kale lead lead lake lake dash dash

• Save your document: typing3

#### <u>Day 4</u>

sad sad dad dad dash dash lash lash sad sad dad dad dash dash lash lash glad glad salad fdsajkl; ;alskdjf glad glad salad fdsajkl; ;alskdjf

had has ash ash ask ask jjhj h;h; had has ash ash ask ask jjhj h;h;

eh ee eh he heed heel heal eh ee eh he heed heel heal

sh sh ash ash she she self self sh sh ash ash she she self self

shed shed sash sash ed ek eel fee shed shed sash sash ed ek eel fee

elk kel lead lake dash see ask ed elk kel lead lake dash see ask ed

leek leak seek sake feed feeds lake jade leek leak seek sake feed feeds lake jade

sade deeds la la lake eel jade seed seek sade deeds la la lake eel jade seed seek

deed dads jade deal seek deal safe seal deed dads jade deal seek deal safe seal

jade lakes fade sale fleas dale jade lakes fade sale fleas dale

ha ha; has had; ask ash; has had; has hash; ha ha; has had; ask ash; has had; has hash;

dad had a hall; sad sal had a flash; dad had a hall; sad sal had a flash;

he	had;	she	had;	he	shed;	he	<pre>shall;</pre>
he	had;	she	had;	he	shed;	he	<pre>shall;</pre>

### <u>Day 5</u>

Today, enjoy playing some typing games online. A site we recommend is:

http://www.learninggamesforkids.com/keyboarding\_games.html

# Typing - Week 2

### <u>Day 1</u>

Before you start:

- Are you remembering to look at your lesson, not at your hands?
- Are you reading the letters silently, not saying the letters out loud as you type?

Let's warm up.

asdf jkl; asdf jkl; fdsa ;lkj fdsa ;lkj ff jj dd kk ss ll aa ;; fjdksla; ff jj dd kk ss ll aa ;; fjdksla;



Let's learn a new key: O You will reach up from the L to the O.

1	1	lo	10	SO	SO	do	do	lc	) lo
l	l	lo	0 10	SO	SO	do	do	lc	) lo
of	-	of	off	off	ol	. 0]	. 0	ld	old
of	-	of	off	off	ol	. 0]	. 0	ld	old

do do so so old old off off do do so so old old off off

oak oak ode ode oke oke doe doe oak oak ode ode oke oke doe doe

ode ode foe foe sod sod odd odd ode ode foe foe sod sod odd odd

fold fold sold sold sole sole dole dole fold fold sold sold sole sole dole dole



Let's learn a new key: T You will reach up from the F to the T.

f f ft ft ftf ftf tft tft th th tfj tfj
f f ft ft ftf ftf tft tft th th tfj tfj
tfk tfk tlf; tlf; alt alt akt ajt aht
tfk tfk tlf; tlf; alt alt akt ajt aht
tke tke tle tle slt slt elt elt alt flt
tke tke tle tle slt slt elt elt alt flt

As you start to type some "real" words, try reading the whole word rather than individual words.

hat hat kat kat lat lat fat fat eat eat hat hat kat kat lat lat fat fat eat eat set set tea tea to to tot to to hot hot set set tea tea to to tot to to hot hot so so soot soot the the lot lot lost lost so so soot soot the the lot lot lost lost dole dole doll doll dot dot jot jot fool dole dole doll doll dot dot jot jot fool hat hath hat hath hold hole hold hole hat hath hat hath hold hole hold hole dolt told tool toll dolt told tool toll dolt told tool toll dolt told tool toll

#### <u>Day 2</u>

Keep your eyes on this lesson as you type. Resist the urge to look at your fingers or at your computer screen.

do doll doll fool fool lose food food lose do doll doll fool fool lose food food lose

doe doe hoe hoe shoe shoe shod shod hole doe doe hoe hoe shoe shoe shod shod hole

dolt told tool toll dolt told tool toll dolt told tool toll dolt told tool toll

do doll dolls to toll tolls fool fools do doll dolls to toll tolls fool fools

lose food food lose lose doe doe doll dolls lose food food lose lose doe doe doll dolls

ho ho shoe shod shod hold hold hole hole ho ho shoe shod shod hold hold hole hole

hood hood load loads flood floods look looks hood hood load loads flood floods look looks

hook hook shook shook floss floss hooks shook hook hook shook shook floss floss hooks shook

floss at sat eat late seat data the state floss at sat eat late seat data the state

hat heat staff stale state teeth take stats hat heat staff stale state teeth take stats tale taste teeth off slate stale stall stole tale taste teeth off slate stale stall stole

tell the theft tell the joke jet jell jade tell the theft tell the joke jet jell jade

jakes jake jet jets safe sale seat see seed jakes jake jet jets safe sale seat see seed

loot lathe take heed; late fall; fast jet; look lathe take heed; late fall; fast jet;

fake date; too hot; sad lads; tall tales; fake date; too hot; sad lads; tall tales;

hat hoot; a late deal; a safe seal; sat stools hat hoot; a late deal; a safe seal; sat stools

a safe seal; sat stool; fools tools; jet set; a safe seal; sat stool; fools tools; jet set;

ad dads; tell the jokes to dad; sad lads ad dads; tell the jokes to dad; sad lads

she asked all the date; see the leaf fall; she asked all the date; see the leaf fall;

#### <u>Day 3</u>

As you start to type some "real" words, try reading the whole word rather than individual words.

she felt hot; he ate leeks; a left foot; she felt hot; he ate leeks; a left foot;

she faked a fall; to tell the lad; to see; she faked a fall; to tell the lad; to see;

the tea tastes hot; the late fee; fast feet; the tea tastes hot; the late fee; fast feet;



Let's learn a new key: I You will reach up from the K to the I.

kk ik ik kik kik if if is is it it fit fit kk ik ik kik kik if if is is it it fit fit sit sit aid aid if if it it is is did did sit sit aid aid if if it it is is did did aid aid kid kid hit hit lies lies its its aid aid kid kid hit hit lies lies its its ill ill ilk ilk sill silk dill fill tilt ill ill ilk ilk sill silk dill fill tilt



Let's learn another new key: R You will reach over from the F to the R.

```
f r r frf frf or or ro ro for for rot rot fro
f r r frf frf or or ro ro for for rot rot fro
r rod or re or fr rf ore fore far far fer free
r rod or re or fr rf ore fore far far fer free
re re ere r free jar jar her her roll roles
re re ere r free jar jar her her roll roles
ri rir ir iri rir irf fri fried fri fried
ri rir ir iri rir fri fri fried fri fried
irk fir fir riff riff stir stir dirt dirt
irk fir fir riff riff stir stir dirt dirt
hair hair sis rite trite kite ride dire sis
hair hair sis rite trite kite ride dire sis
```

fish fish dish dish kids kids kit kite idea fish fish dish dish kids kids kit kite idea

isle idle idle hid hid his his hit his skit isle idle idle hid hid his his hit his skit

skit idol idol sail sail jail jail said said skit idol idol sail sail jail jail said said

skits skits shift shift ajar ajar rad rad skits skits shift shift ajar ajar rad rad

rat rat rate rate raid reeds raider trot rat rat rate rate raid reeds raider trot

trot rake rake read read real real reel real trot rake rake read read real real real reel real

doe red red dark dark red doe leer redo redo doe red red dark dark red doe leer redo redo

jeer jeer tread dark read rake lake jake jeer jeer tread dark read rake lake jake

#### <u>Day 4</u>

asdf jkl; asdfert hjkl;io ajskdlf; asdf jkl; asdfert hjkl;io ajskdlf; aa tt kk ee ll hh ;; ss dd rr ii tt kk ee rr aa tt kk ee ll hh ;; ss dd rr ii tt kk ee rr lol lol aeio aeio ae ae ei ei ea ea oa oi lol lol aeio aeio ae ae ei ei ea ea oa oi ed ed el el if if of of do do so SO as as ed ed el el if if of of do do so so as as er er it it ad ad le le to to et et all all er er it it ad ad le le to to et et all all the the has has at at he he she she his his the the has has at at he he she she his his her her that tat this his the he as as is is her her that tat this his the he as as is is it it at at the the all all ask ask for for it it at at the the all all ask ask for for sat sat sit sit dad dad fad fad lad lad jak sat sat sit sit dad dad fad fad lad lad jak ash ash did did kid kid lid lit lit hit ash ash did did kid kid lid lit lit hit it is; it is; see it; see it; if he; if he; it is; it is; see it; see it; if he; if he;

if she; if she; at it; at it; to her; to her; if she; if she; at it; at it; to her; to her; he has; he has; to do; to do; ask dad; ask dad; he has; he has; to do; to do; ask dad; ask dad; a dads; a fade; a fade; a sad lass is lost; a dads; a fade; a fade; a sad lass is lost; all fish eat fast; the shaded kite sailed; all fish eat fast; the shaded kite sailed; he had art; the ill shall heal fast; he had art; the ill shall heal fast; a rat shall fall at her feet; all fall; a rat shall fall at her feet; all fall; add a flask to the store shelf; add a flask to the store shelf; silk shirts fade fast; fast fade shirts silk; silk shirts fade fast; fast fade shirts silk; see seals at the shore; a jar of smell; see seals at the shore; a jar of smell; all roads lead to here; red roses for sale; all roads lead to here; red roses for sale; real life thefts are too sad; all art ads; real life thefts are too sad; all art ads; tell it as so; a jet sets to the east; tell it as so; a jet sets to the east;

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a shod horse; fried fish for free;
a shod horse; fried fish for free;
isolate leaks fast; lead the lass;
isolate leaks fast; lead the lass;
red thread for a teal skirt; let her;
red thread for a teal skirt; let her;
ideals are hard to hide; he hid the hoe;
ideals are hard to hide; he hid the hoe;
hold the hoe; share the shade; he had art;
hold the hoe; share the shade; he had art;
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#### <u>Day 5</u>

Today, enjoy playing some typing games online.

A site we recommend is: <u>http://www.learninggamesforkids.com/keyboarding\_games.html</u>

# Typing - Week 3

### <u>Day 1</u>

Before you start:

- Are you remembering to look at your lesson, not at your hands?
- Are you reading the letters silently, not saying the letters out loud as you type?

Let's warm up.

asdf jkl; asdfert hjkl;io ajskdlf; asdf jkl; asdfert hjkl;io ajskdlf;

aa tt kk ee ll hh ;; ss dd rr ii tt kk ee rr aa tt kk ee ll hh ;; ss dd rr ii tt kk ee rr

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I see the shed. It is red.
I see the red shed. The shed is red.
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Dad sails at the lake. Roses are for sale. For sale are roses at the lake. Dad sails.

Ride a shod horse at the fall fair. The fall fair has horses. I see Dad ride.

The fish is old. All lads store for later. The lads eat the old fish. Ick. Ick. Before typing this page, start a stop watch and time how long it takes you to finish this page.

he she had has his hid she his ash tea so old he she had has his hid she his ask tea so old sole role hiss hide toe toad keel heel feel sole role hiss hide toe toad keel heel feel feet feed teal shoe side ride jell sash lash feet feed teal shoe side ride jell sash lash hash dash rash lash sash hide ride tide side hash dash rash lash sash hide ride tide side aid aide raid laid tail rail sail fail aid aide raid laid tail rail sail fail fear soft dear solo rear rote sold kiss hold fear soft dear solo rear rote sold kiss hold fold load rote jade jeer jars trek threat fold load rote jade jeer jars trek threat skit sassafras lasso loose doodle title stir skit sassafras lasso loose doodle title stir skiff rotate tirade tittle thistle thrash skiff rotate tirade tittle thistle thrash isle third isolate irritate ladle kiddies isle third isolate irritate ladle kiddies

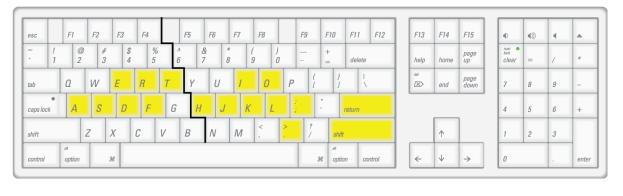
*Record your time \_\_\_\_\_. Now repeat the entire page. Can you beat your time (without making more mistakes)?\_\_\_\_\_* 

## <u>Day 2</u>

Let's learn a new key: right shift

The shift key is used to type capital letters.

You will reach out with your right, little finger to hold down the shift key. At the same time, you will type the letter you want capitalized with your left finger. Then you release both keys.



fFf dDd eEe rRr tTt sSs aAa Ss Dd Ff Ee Rr Tt fFf dDd eFe rRr tTt sSs aAa Ss Dd Ff Ee Rr Tt

Let's learn another new key: period You will reach down from the L to the period key.

111. 111. l. 1.1 .1. 1.1 .1. lt. 111. 111. 1. 1.1 .1. 1.1 .1. lt. She asked Dr. Stoke for the tea. She asked Dr. Stoke for the tea. She felt ill. She ate it. He has dessert. He has dessert. She felt ill. She ate it.

It is acceptable to put one space after a period at the end of a sentence or at the end of an abbreviation.

She did take the kite. It is at Fifth Street. She did take the kite. It is at Fifth Street.

Dr. T. Sides is here. He has red hair. Dr. T. sides is here. He has red hair.

Read to the kid. See the oak trees. Read to the kid. See the oak trees.

Dot took a ride. Eli has to ask for a raise. Dot took a ride. Eli has to ask for a raise.

Take the left fork last. Add a dash of salt. Take the left fork last. Add a dash of salt.

Dad fished at the lake for free. Take a load. Dad fished at the lake for free. Take a load.

Sallie stirred the tea. Red thread held. Sallie stirred the tea. Red thread held.

Tell the last lass to take a hike. Tell the last lass to take a hike.

Fido has fleas. He did feed the fish. Fido has fleas. He did feed the fish.

Take a left at the oak tree. Take a left at the oak tree.

She felt ill so she left the sale. She felt ill so she left the sale.

Take the skirt to the alterer. Take the skirt to the alterer.

#### <u>Day 3</u>

Let's warm up.

She ate food that Di had to sell at the dollar store. The red dotted skirts off the faded dress sold last. Trade old faded silk shirts for a skirt this fall. Dr. Dalket is at less risk for heart disease. J. T. left a far of sea shells for Flora to take to the state of Alaska.

Let's learn a new key: left shift

You will reach out with your left, little finger to hold down the shift key. At the same time, you will type the letter you want capitalized with your right finger. Then you release both keys.



jJj	kKk	lLl	iIi	000	hHh	На	Ja	Ka	La	Ia	Oa
jJj	kKk	lLl	iIi	000	hHh	На	Ja	Ka	La	Ia	Oa

Let's learn another new key: w You will reach down up the S key to the W.

S	SW	SW	WS	WS	SWS	SWS	SWO	swe	swas	sweet
S	SW	SW	WS	WS	SWS	SWS	SWO	swe	swas	sweet

Lt. Rile read of Esther. Look at that. Lt. Rile read of Esther. Look at that.

I rode a horse to Idaho. The lake is farther. I rode a horse to Idaho. The lake is farther.

I walked to Fisher Wharf while it was wet. I walked to Fisher Wharf while it was wet.

The water is hot. The wheat toast I will eat. The water is hot. The wheat toast I will eat.

Kerri whittles wood. I walk with Jill. Wait. Kerri whittles wood. I walk with Jill. Wait.

The deli wishes to wait to sell toast. The deli wishes to wait to sell toast.

The stew is hot. I sip the fowl. He will eat. The stew is hot. I sip the fowl. He will eat.

wow we will she will his wish she wed wow we will she will his wish she wed

The wife will sow the low row. She was slow. The wife will sow the low row. She was slow.

I will draw the wash with a weed reed. I will draw the wash with a weed reed.

He will ride with Jake to see the dark horse. He will ride with Jake to see the dark horse.

A. J. traded all the ore for her jaded jewel. A. J. traded all the ore for the jaded jewel.

#### <u>Day 4</u>

Dark ash has filled the jar. It is safe. Dark ash has filled the jar. It is safe. Sew the jewels to the waist of the skirt. Sew the jewels to the waist of the skirt. She ate the fresh fish so he will wait. She ate the fresh fish so he will wait. If he sees the irritated lass he will tell Dad. If he sees the irritated lass he will tell Dad. The Isle of White is a safe hike to the East. The Isle of White is a safe hike to the East. The flower seed is sold after the fresh. The flower seed is sold after the fresh. Shari will show wildflowers to all who will see.

Let's learn two new keys: g and n You will reach over to the G key from F. You will reach down to the N key from J.



f gg f gg g ff g ff fg fg gfg fgf gas gal gad f gg f gg g ff g ff fg fg gfg fgf gas gal gad

gg gf dfg gfd gtf ftg jag gal gas gat gad gg gf dfg gfd gtf ftg jag gal gas gat gad

j nn j nn n jj n jj jn jn njn jnj nag and gas j nn j nn n jj n jj jn jn njn jnj nag and gas

an an in in on on en en no no and and not not an an in in on on en en no no and and not not

end end ant ant tan tan win win not not hot hot end end ant ant tan tan win win not not hot hot

ran ran net net tin tin nod nod sin sin new new ran ran net net tin tin nod nod sin sin new new

nag snag nag snag song sing gnat gain grown nag snag nag snag song sing gnat gain grown

gong long gland awning strong range hang tong gong long gland awning strong range hang tong

along nagging rigging string sinning fling along nagging rigging string sinning fling

wrong winning gas gal jag jig tag rig lag wrong winning gas gal jag jig tag rig lag

gh ghost get got get fig keg hog wig figs gh ghost get got get fig keg hog wig figs

**Day 5** - Play games online at

http://www.learninggamesforkids.com/keyboarding\_games.html