

Direction	This is what you should see.
Type the alphabet.	abcdefghijklmnopqrstuvwxyz
Using the numbers at the top of the keyboard, type from 1 through 10.	12345678910
Press the spacebar after each number.  Using the numbers on the keypad, type from 1 through 10. Is the Num Lock key on?	12345678910
Press the spacebar after each number  Press the Caps Lock.  Now type these abbreviations.  Press the Enter Key after each one.	WWW OH NFL



Direction	This is what you should see.
Type the state we live in.	Ohio
Use the shift key to make the first letter uppercase.	
Type the lake we live near.  You'll need the shift key and the spacebar.	Lake Erie
Type the sentences.	I live in Ohio. I live near Lake
You'll need the shift key, the spacebar, and the period.	Erie.
Type the question.  You'll need the shift key, the spacebar, and the question	Where do you live?
mark.	



Direction	This is what you should see.
Type the sentence.	
Can you read it?	You like to run.
Use an arrow key to move the cursor to the beginning	
of the sentence.	
Press the Delete key 3 times to get rid of the word You.	like to run.
Now type the word He.	
Does this sentence sound correct?	He like to run.
Use the mouse to move the cursor after the word like.	
Now type the letter s.	
Does this sentence sound correct?	He likes to run.



Direction	This is what you should see.
Type the sentence.  Can you read it?	I like to jump.
Press the backspace key five times to get rid of the period and the word jump.	I like to
Type the word skip followed by a period.  Can you read the sentence?	I like to skip.
Use the mouse to move the cursor after the word like.	
Press the backspace key four times to get rid of the word like.	I to skip.
Now type the word want.  Can you read the sentence?	I want to skip.