

Home Keys (fdsa jkl;)

TECHNIQUE TIP

Place the keyboard directly in front of your chair with the front edge of the keyboard even with the edge of the desk. Place your book to the right of the keyboard with the top raised for easy reading.



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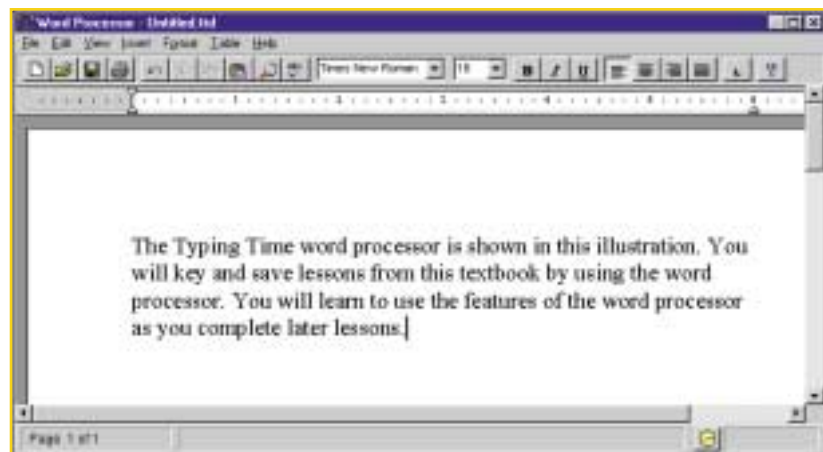
WORD PROCESSING

WORD PROCESSOR FEATURE

Key and save lessons from this textbook by using Typing Time's Word Processor feature.

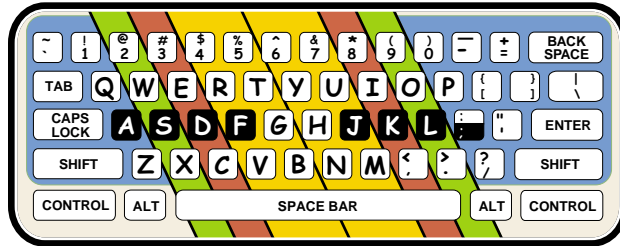
Access the Word Processor

1. Start the *Typing Time* program.
2. Complete the Log In procedure.
3. When the *Typing Time* main screen appears, click the *Word Processor* button. The Word Processor screen appears.



PRACTICE MAKES PERFECT

Key each line as shown below. Keep your eyes on the textbook as you key. (Do not key line numbers.)



SPACING TIP

The default line spacing in the Word Processor is single-spacing (SS). Strike the *Enter/Return* key twice to insert a double-space (DS) between 2-line groups.

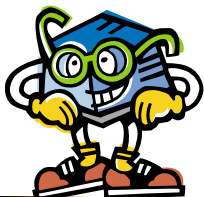
Practice Home Keys

- 1 f ff j jj d dd k kk s ss l ll a aa ; :: fdsa jkl;
- 2 f ff j jj d dd k kk s ss l ll a aa ; :: fdsa jkl;
- 3 a aa ; :: s ss l ll d dd k kk f ff j jj fjdk sla;
- 4 a aa ; :: s ss l ll d dd k kk f ff j jj fjdk sla;
- 5 a;a sls dkd fjf ;a; lsl kdk jfj asdf jkl; a;sl fj
- 6 a;a sls dkd fjf ;a; lsl kdk jfj asdf jkl; a;sl fj
- 7 a a as as ad ad ask ask lad lad fad fad jak jak j
- 8 a a as as ad ad ask ask lad lad fad fad jak jak j
- 9 all all fad fad jak jak add add ask ask ads ads a
- 10 all all fad fad jak jak add add ask ask ads ads a
- 11 a kaka; as all; ask dad; all ads; ask all; a lad;
- 12 a kaka; as all; ask dad; all ads; ask all; a lad;

GRAMMAR CORNER

Study the definitions of the words below and the Learn lines. Note the correct way to use the words. Compose one sentence (in longhand) using the word "its" and another sentence using the word "it's."

its (adjective) of or relating to itself as the possessor
it's (contraction) it is; it has

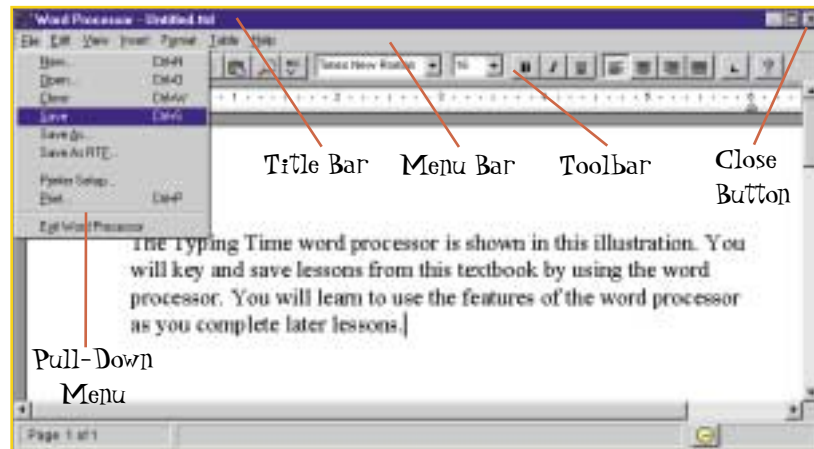


- LEARN 1 The dog bit **its** tail.
- LEARN 2 The dog will have **its** shot this week.
- LEARN 3 The dog is tired; **it's** resting by the tree.
- LEARN 4 Because the box is filled with books, **it's** very heavy.

WORD PROCESSING

PROGRAM COMMANDS

Choose program commands and options by using menus and the toolbar. Click a menu name on the Menu bar to display a pull-down menu of commands, features, and options. The *Save* command is highlighted on the *File* pull-down menu. Saving a document allows you to exit the program without losing the text you have keyed.



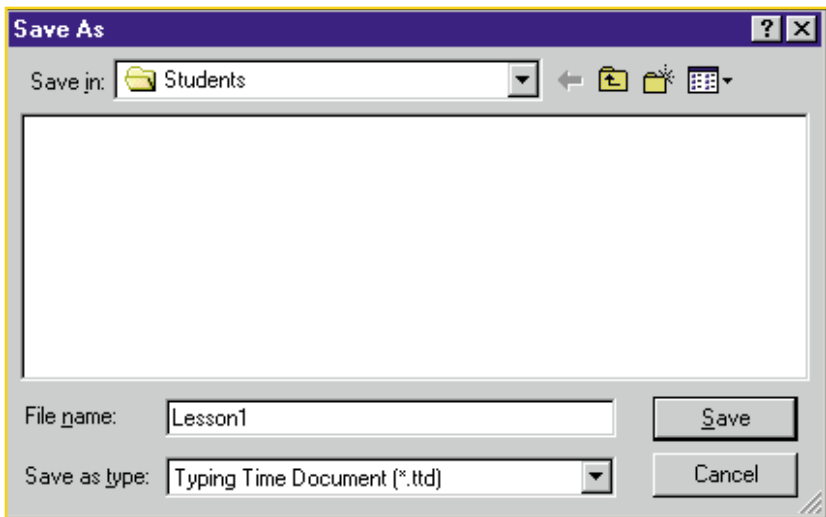
SAVE DOCUMENT AND EXIT WORD PROCESSOR

COMPUTER WIZ

Click the *Save* button on the toolbar to access the *Save As* dialog box quickly.



1. Click *File* on the Menu bar. Click *Save*.
2. The *Save As* dialog box appears.
3. Key the filename (**Lesson1** for this file) in the File name text box and click *Save*.



4. To exit the Word Processor, click *File* on the Menu bar and click *Exit Word Processor*. You can also exit the program by clicking the *Close* button in the upper-right corner of the Word Processor window.