



Keyboard Work Sheet: 02-DL-03-WS

1. Open notepad and type the following words – try to do them without looking down at the keyboard
 - a. Red
 - b. Too
 - c. Kite
 - d. Lion
 - e. Merry
 - f. Fish
2. Create a new MS Word file. Type the following text exactly as it appears in your worksheet.

“You are old, Father William,” the young man said,
“And your hair has become very white;
And yet you incessantly stand on your head –
Do you think, at your age, it is right?”

“In my youth,” Father William replied to his son,
“I feared it might injure the brain;
But now that I’m perfectly sure I have none,
Why, I do it again and again.”

3. Type the following in a new Word document – try to use the correct finger positions.

24-May-2016

$11 * 11 = 121$

$76 / 4 = 19$

Ram scored 98% in Maths.

My name is <your name>

$103 < 157 > 12$

I have to pay Rs. 1,97,883/- only.

The time is 12:35 p.m.

$(33 / 3) + 5 = 4 * 4$

That book costs \$9.87.

“Mr. Roy, you’re under arrest,” said Inspector Godbole.

4. Each of the following words: type 2 times by looking at the keyboard and then type two times without looking!

Look, play, four, slip, road, desk, mark, pen, free, chat, rude, nice, song, head, nose