

Word Skill Lesson 0

Handout

Teacher Instructions:

1. Fold this paper on the dotted line and place on top of the keyboard of each student
2. Help students change the font size to 18.
3. Tell students to press the Enter key 2 times after their name, then after the numbers, then after the alphabet
4. Show them the Shift key and tell them to press and hold it before typing a capital letter and let go of it to type lowercase letters. Remind them to use the Space Bar

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First Name

1 2 3 4 5 6 7 8 9

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq
Rr Ss Tt Uu Vv Ww Xx Yy Zz

Mom

Dad

Love

Peace

Cat

Dog