Lesson 18 – Learn CAPS LOCK & – Type this entire lesson, print, and have parents initial that <u>you</u> typed this page and used correct keyboarding technique.

```
Type 1 line of ;?;?;?;?;?;?…………………………
```

```
Hal read PENTAGON and ADVISE AND CONSENT by Drury.
Oki joined FBLA when her sister joined PBL at OSU.
Zoe now belongs to AMS and DPE as well as to NBEA.
; ; ?; ?; Who?  What?  When?  Where?  Why?  Is it?
Who is it?  Is it she?  Did he go?  Was she there?
Is it up to me?  When is it?  did he key the line?
```
2X

```
Did he join a CPA firm?  I will stay on with NASA.
Is her dad still CEO at BSFA?  Or was he made COB?
Did you read HOMEWARD?  If so, try WHIRLWIND next.
```
3X

```
Did she join OEA?  Did she also join PSI and DECA?
Do you know the ARMA rules?  Are they used by TVA?
Zahn, key these words:  vim, zip, via, zoom, vote.
Veloz gave a zany party for Van and Roz in La Paz.
Paul put a quick quiz on top of the quaint podium.
Jacqi may pick a pink pique suit of a unique silk.
```
1X

```
they quiz pick code next just more bone wove flags
name jack flax plug quit zinc wore busy vine third
to fix it is to pay to aid us or to cut apt to own
is on the if we did to be fit to my pay due at six
Lock may join the squad if we have six big prizes.
I am apt to go to the lake dock to sign the forms.
```
2X

```
**Key each paragraph one time.  Don't forget – only hit a return
at the END of the paragraph.
```

```
When you key lines of drills, strike the return or enter key at
the end of each line.  That is, use a hard return to space down
for a new line.
```

```
When you key copy in this form, though, you do not need to
strike return at the end of each line if a machine has wordwrap
or a soft return feature.
```

```
But even if your machine returns at line ends for you, you have
to strike the return or enter key at the end of a paragraph to
leave a blank line.
```

```
Learn now when you do not need to return at ends of lines and
when you must do so.  Doing this now will assure that your copy
will be in proper form.
```