

Your Name
Keyboarding I xx Period
Mr. Behling
Current Date

Lesson 8 Approximately 775 Words

Gus Javon quickly baked extra pizza for the women.
Gus Javon quickly baked extra pizza for the women.

To: Ms. Zachary Zeman; From: Dr. Liza J. Zitzer.
To: Ms. Zachary Zeman; From: Dr. Liza J. Zitzer.

Rick kept busy with the work he did on the mantle.
Rick kept busy with the work he did on the mantle.

The book, A NEW START, was written by JACK SPENCE.
The book, A NEW START, was written by JACK SPENCE.

JEFFERSON drafted THE DECLARATION OF INDEPENDENCE.
JEFFERSON drafted THE DECLARATION OF INDEPENDENCE.

INDEPENDENCE HALL is situated in PHILADELPHIA, PA.
INDEPENDENCE HALL is situated in PHILADELPHIA, PA.

; ? ;? ;? Who? What? When? Where? Why? Is it?
; ? ;? ;? Who? What? When? Where? Why? Is it?

Where is it? When is it? Did he stay? May I go?
Where is it? When is it? Did he stay? May I go?

Do I space twice? Did you key all the lines once?
Do I space twice? Did you key all the lines once?

The Tab key is used to indent lines of copy such as these. It can also be used for tables to arrange data quickly and neatly into columns.

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Learn now to use the Tab key by touch. Tap the Tab key firmly and release it very quickly. Begin the line without a pause.

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If you hold the Tab key down, the insertion point will move from tab to tab across the page.

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the and can did
the and can did

sea fan eat not
sea fan eat not

tea sat lot hat
tea sat lot hat

; ' ; ' \ ; I didn't say Jen's keys weren't taken.
; ' ; ' \ ; I didn't say Jen's keys weren't taken.

Didn't Jack's friend Mary say she'll be here soon?
Didn't Jack's friend Mary say she'll be here soon?

I've been told she'll quit; I'm not sure how soon.
I've been told she'll quit; I'm not sure how soon.

; - ; - ; - up-to-date computer; hit-or-miss effort;
; - ; - ; - up-to-date computer; hit-or-miss effort;

sister-in-law; do-or-die effort; first-rate report
sister-in-law; do-or-die effort; first-rate report

Their high-priced player had a do-or-die attitude.
Their high-priced player had a do-or-die attitude.

;" "" "They won." "I can't believe it." "I did."
;" "" "They won." "I can't believe it." "I did."

"John Adams," he said, "was the second President."
"John Adams," he said, "was the second President."

"James Monroe," I said, "was the fifth President."
"James Monroe," I said, "was the fifth President."

sixth jay bark wren quit truck open give team zero
sixth jay bark wren quit truck open give team zero

pro quo is just my firm was then may grow must try
pro quo is just my firm was then may grow must try

Olga sews aqua and red silk to make six big kites.
Olga sews aqua and red silk to make six big kites.

to and but the men pay with land field visit girls
to and but the men pay with land field visit girls

She may on the go to the by the man on a lake I do
She may on the go to the by the man on a lake I do

He is to go to the city hall for the forms for us.
He is to go to the city hall for the forms for us.

Jan and I are to see Ms. Cey. May Lana come, too?
Jan and I are to see Mr. Cey. May Lana come, too?

Denver, Colorado; Chicago, Illinois; New York City
Denver, Colorado; Chicago, Illinois; New York City

Oates and Co. has a branch office in Boise, Idaho.
Oates and Co. has a branch office in Boise, Idaho.

Jake paid the six firms for all the work they did.
Jake paid the six firms for all the work they did.

Chris is to pay the six men for the work they did.
Chris is to pay the six men for the work they did.

Keith is to work with us to fix the big dock sign.
Keith is to work with us to fix the big dock sign.