

Your Name  
Keyboarding I xx Period  
Mr. Behling  
Current Date

Lesson 19 (approximately 960 words)

Quincy just put back five azure gems next to the gold watch.  
Quincy just put back five azure gems next to the gold watch.

Tim moved from 5142 Troy Lane to 936-123rd Street on 8/7/03.  
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He lent the field auditor a hand with the work for the firm.  
He lent the field auditor a hand with the work for the firm.

; / ; / ;/ ;/ ;// ;// 2/3 4/5 and/or We keyed 1/2 and 3/4.  
; / ; / ;/ ;/ ;// ;// 2/3 4/5 and/or We keyed 1/2 and 3/4.

Space between a whole number and a fraction: 5 2/3, 14 6/9.  
Space between a whole number and a fraction: 5 2/3, 14 6/9.

Do not space before or after the / in a fraction: 2/3, 7/8.  
Do not space before or after the / in a fraction: 2/3, 7/8.

f R \$ f R \$ F\$ F\$ F r \$ F r \$ 48 48 f r 4 \$ f r 4 \$ \$f\$ \$f\$:  
f R \$ f R \$ F\$ F\$ F r \$ F r \$ 48 48 f r \$ \$ f r 4 5 \$f\$ \$f\$:

A period separates dollars and cents: \$4.50, \$6.25, \$19.50.  
A period separates dollars and cents: \$4.50, \$6.25, \$19.50.

I earned \$33.50 on Mon., \$23.80 on Tues., and \$44.90 on Wed.  
I earned \$33.50 on Mon., \$23.80 on Tues., and \$44.90 on Wed.

fF 5% fF 5% f 5 % f 5 % f%f f%f 5f% 5f% rF5% rF5% T5f% T5f%.  
fF 5% fF 5% f 5 % f 5 % f%f f%f 5f% 5f% rF5% rF5% T5f% T5f%.

Do not space between a number and %: 5%, 75%, 85%, and 95%.  
Do not space between a number and %: 5%, 75%, 85%, and 95%.

Prices fell 10% on May 1, 15% on June 1, and 20% on July 15.

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Respect your newspaper deliveryperson. He or she may become one of the next great statesmen. One of the first jobs Benjamin Franklin had was that of delivering newspapers. Later in life he was recognized for his work in many diverse areas.

It was natural for him to become a printer and an author. Benjamin Franklin is also known for his accomplishments as a scientist and a philosopher. Additionally, he is quite well known for his work as a diplomat and for his efforts during and after the American Revolution. You combine all this and you have one of the greatest statesmen of our country.

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d E #d E # D e # D e # 3 d # 3 d # dd #3 dd #3 #d E3 #d E3.  
d E #d E # D e # D e # 3 d # 3 d # dd #d dd #3 #d E3 #d E3.

Do not space between a number and #: 3# of #633 at \$9.35/#.  
Do not space between a number and #: 3# of #633 at \$9.35/#.

Jerry recorded Check #38 as #39, #39 as #40, and #40 as #41.  
Jerry recorded Check #38 as #39, #39 as #40, and #40 as #41.

j U & j U & J u & J u & 7 j & 7 j & jj &7 jj &7 &j U7 &j U7.  
j U & j U & J u & J u & 7 j & 7 j & jj &7 jj &7 &j U7 &j U7.

Do not space before or after & in initials, e.g., CG&E, B&O.  
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She will interview with Johnson & Smith and Jones & Beckett.  
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l O ( l O ( L o ( L o ( 9 l ( 9 l ( ll (9 ll (9 9l o9 9l o9.  
l o ( l o ( L o ( L o ( 9 l ( 9 l ( ll (9 ll (9 9l o9 9l o9.

As ( is the shift of 9, use the l finger to key 9, (, or (9.  
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; P ) : P ) ; p ) p ) ; 0 ; ) 0 ; ) ; ; )0 ; ; )0 ) ; p0 ) ; p0.  
; p ) : p ) ; p ) p 0 ; 0 ; ) 0 ; ) ; ; )0 ; ; )0 ) ; p0 ) ; p).

As ) is the shift of 0, use the ; finger to key 0, ). or )0.  
As ) is the shift of 0, use the ; finger to key 0, ), or )0.

Hints: (1) depress shift key; (2) tap key; (3) release both.  
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Tab steps: (1) clear tabs, (2) set stops, and (3) tabulate.  
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