

Last Name:			Letter Grade:		
First Name:					
Course:		Section:	Time to Complete Lab	Instructor Comment:	
Date Assigned:			Assignment:	GDP Completed:_____	
Due Date:				GDP Grade:_____	

UNIT 4 LESSON 16 & 17

NEW KEYS

Goals

Touch type &, \$, 0, 1, 2, and @ keys.

Type at least 24 wpm/2'/5e.



After completing each lesson in GDP, type the following sections into the boxes below each part EXACTLY as it appears.

16A. WARMUP

Jack's man found exactly a quarter in the woven zipper bag.
oversimplifications nonrepresentational professionalization
An auditor may sign a form that may name Toby to the panel.

16B. THE  KEY

jjj juj j&j j&j &j& &j& &&& Max & Dee & Sue & Tom
& Rex & I
Brown & Sons shipped to May & Lee and also to
Dye & Pearce.
John & Loo brought a case against May & Green
and Li & Won.
Von & Trapp and Den & Sax were joined by
Contreras & Duran.

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16C. THE  KEY

fff frf f\$f f\$f f\$f f\$f \$\$\$ \$44 \$434.44 \$4,444 \$456 \$492.85
 He paid \$48, \$64, and \$94 for the chairs plus \$48 shipping.
 Last season's concert tickets were \$35, \$45, \$75, and \$255.
 If you add \$48.62, \$49.93, and \$324.42, you'll get \$422.97.

16D. THE  KEY

;;; ;p; ;0; ;0; 0;0 0;0 000 00 2:00; 3:00; 4:00; 5:00;
 6:30
 The 80 men met at 3:05 with 20 agents in Room 90
 on May 20.
 I paid \$40.05 for 20 pens and \$50.50 for 30 pads
 on May 30.
 The firm of Mori & Itou at 200 Broad Street owes
 us \$8,000.

16E. NEW-KEY REVIEW

\$20.50 & \$380.65 & \$90.20 & \$40.50 & \$30.40 & \$247.50 & \$80
 We hired Rizzo & Kelly for \$20,000 to help Diamond & Green.
 Arn & Sons owed us \$4,000 and paid us only \$250.50 in July.
 Call Penn & Ames at 800-555-2040 and ask about the \$48,000.

16F. PACED PRACTICE

Follow the GDP software directions for this exercise to improve keystroking.
 Once this lesson is complete in GDP, you are finished with this portion.

16G. TECHNIQUE PRACTICE: SHIFT KEY

Ann Bonn asked for lunch. Colin Dix and Elaine Fochs moved.
 Glen Hans filed as Iris James typed. Les Kay talked loudly.
 Maya Nevins and Orin Parks tried. Quinn Roberts lost a bet.
 Skye Tynch sat. Uriah Vin and Winn Xung ate. Yosef Zoe hid.

16H. PROGRESSIVE PRACTICE: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking.
 Once this lesson is complete in GDP, you are finished with this portion.

17A. WARMUP

Many big jackdaws quickly zipped over those empty fox pens.
street unholy sad you stated monopoly seat pink treat unpin
Duane may try to fix the auditory problems in the city gym.

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17B. THE  KEY

aaa aqa a1a a1a 1a1 1a1 111 11 ants; 11 asps; 1 aim; 11 ads
Sam left here at 1:11, Susan at 6:11, and Don at 11:11 a.m.
Erich had moved from 1010 Main Street to 1101 Main in 1990.
Sarah left at 11:00 a.m. on Train No. 11 to go 1,100 miles.

17C. THE  KEY

;;; ;/; ;?; ;?; ?;? ;?; ??? Who? What? When? Where? Why me?
May I? Why not? Who called? Need a job? Which one? Is it I?
Who's there? Any questions? Yes? Need some help? Who cares?
Is it 11:00? Was it held on 11/11/09? Where is 1101 W. Elm?

17D. THE  KEY

sss sws s@s s@s @s@ @s@ @@@ Buy 15 @ \$41.01 and 11 @ \$3.15.
E-mail me at jfox@tmu.edu or at jfox01@aol.com on April 11.
Order 12 pens @ \$14, 185 pads @ \$16, and 110 clips @ \$2.50.
Can you e-mail Roger at rlowe@umn.edu to order 250 @ \$1.15?

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17E. NEW-KEY REVIEW

Who knows if Randy's e-mail address is rjoyner@hotmail.com?
Should she buy 150 shares @ \$11.50 and 200 shares @ \$11.25?
Did she change her e-mail address to dcberkow011@yahoo.com?
Did Beverly try cokeefe011@vmu.edu or carleoke101@msn.com?

17F. TECHNIQUE PRACTICE: BACKSPACE KEY

bud←m gig←n dew←n rag←m tad←n own←l get←m tie←n toe←n
car←p hoe←g yea←n pie←n vat←n hug←m rug←m pod←i per←p
job←y yaw←m bus←y pad←l lad←p the←y nag←p fur←n nub←n
fad←n max←y jag←m fig←n ice←y oaf←k add←o mow←p log←o

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17G. MAP+: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.

Once this lesson is complete in GDP, you are finished with this portion.