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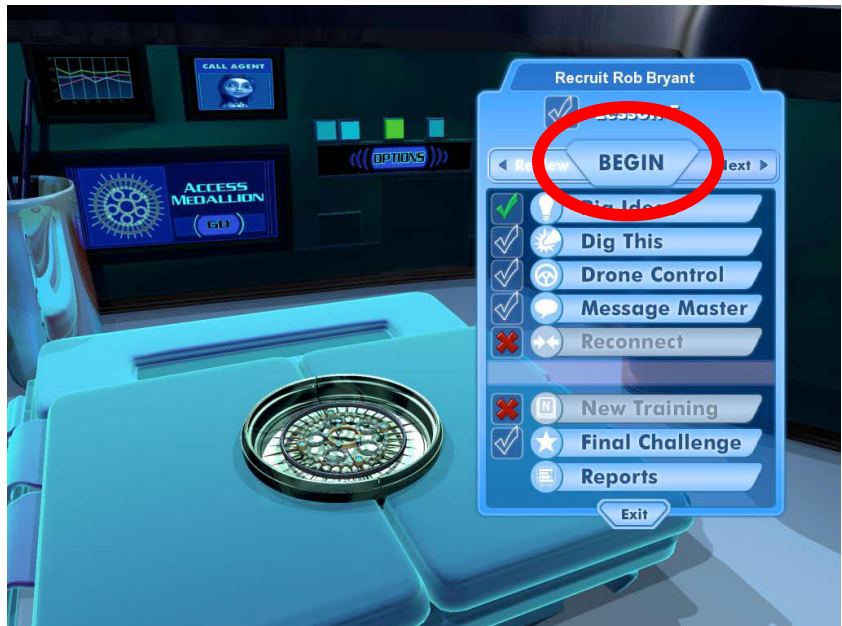
Lessons 1- 5 due by 1<sup>st</sup> progress report  
Lessons 6-10 due by 1<sup>st</sup> quarter report card  
Lessons 11-15 due by 2<sup>nd</sup> progress report  
Lessons 16-20 due by 2<sup>nd</sup> quarter report card

# Lessons

**Click Begin to start a lesson.**

Every lesson follows these steps:

1. Home Row Reminder
2. Warm Up
3. Security Check
4. Learn New Keys
5. Exercises 1-3 or 4



# Activities






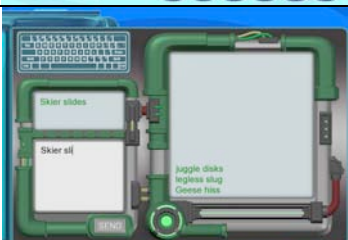

## Lesson Scope and Sequence

*Type to Learn 4: Agents of Information* covers not only letter and number keys but all symbols, the numeric keypad, the arrow keys, and several keyboard commands:

Diagnostic Pre-Test	
Lesson A	Keyboarding awareness – lowercase alphabet
Lesson B	Keyboarding awareness – numbers, capital letters, punctuation
Lesson 1	J F Space Bar
Lesson 2	U R
Lesson 3	K D
Assessment 1	
Lesson 4	I E
Lesson 5	H G
Assessment 2	
Lesson 6	L S Right Shift
Lesson 7	Quick-Blends and Quick-Words
Lesson 8	O W Left Shift
Lesson 9	; A Enter/Return
Assessment 3	
Lesson 10	P Q Backspace/Delete
Lesson 11	Quick-Blends and Quick-Words
Lesson 12	Y T Tab
Lesson 13	Arrow Keys
Lesson 14	B N
Lesson 15	Quick-Blends and Quick-Words
Assessment 4	
Lesson 16	M V
Lesson 17	, C
Lesson 18	Quick-Blends and Quick-Words
Lesson 19	. X
Lesson 20	/ Z ?
Assessment 5	
Lesson 21	ctrl-C, ctrl-V, ctrl-S (cmd-C, cmd-V, cmd-S)
Lesson 22	ctrl-X, ctrl-Z (cmd-X, cmd-Z)
Lesson 23	: ' "
Lesson 24	6 7 ^ &
Lesson 25	5 4 % \$
Lesson 26	8 3 * #
Lesson 27	9 2 ( @
Lesson 28	0 1 ) !
Lesson 29	Numeric Keypad 4 5 6 7 8 9 Enter
Lesson 30	Numeric Keypad 1 2 3 0 . + - * /
Lesson 31	< > [ ] { }
Lesson 32	- = _ +
Assessment 6	
Lesson 33	Passages
Lesson 34	Original Writing

## Activities per Lesson

Every lesson has 5 practice activities corresponding to the keys learned in that lesson. Each activity focuses on a specific keyboarding skill:

	Activity	Skill	Description
	Big Ideas	Left hand – Right hand Coordination	Students type what they see in thought bubbles to save ideas from being lost forever. Thought bubbles are typed by the right hand or the left hand, exclusively.
	Dig This	Accuracy & Smooth Typing Cadence	Students type accurately to carefully break the ice or stone and uncover what’s underneath. An optional metronome beat helps them type in a smooth cadence.
	Drone Control	Speed	Students type commands to pilot an unmanned drone vehicle and deliver important information.
	Message Master	Accuracy, Dictation, & Original Writing	Students send important messages by typing text, dictation, and original writing prompts.
	Reconnect	Shift Keys	Students use the Shift keys to type lines of secret code, including capital letters, symbols, and punctuation, and rebuild infrastructure in the process.