

# Typing Simple Sentences Review

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## Keyboarding Introduction

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer the questions below to show what you've learned about typing simple sentences and using proper punctuation.

1. What new keys did we practice today?

- A. Shift key
- B. Control key
- C. Alt key

2. Pleasant words are as a \_\_\_\_, sweet to the soul.

3. Why is it important to use correct punctuation when typing?

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4. Match the typing technique with its purpose.

Capitalization

Shows excitement or stops a thought

Punctuation

Begins a sentence

5. Which key do you use to type capital letters?

- A. Space bar
- B. Shift key
- C. Enter key

6. We should use \_\_\_\_ words when typing to communicate kindly.

7. How can typing help us share good news?

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8. What do we use at the end of a statement?

- A. Comma
- B. Period
- C. Question mark

9. The memory verse teaches us that pleasant words are health to the \_\_\_\_.

10. What is one thing you learned about typing today?

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### Answer Key

1. Shift key 2. honeycomb 3. Correct punctuation helps others understand our sentences better. 4. 0, 1 5. Shift key 6. gentle 7. Typing allows us to send messages quickly and clearly to others. 8. Period 9. bones 10. I learned how to use the Shift key for capital letters.