Worksheet – Typing, Deleting, Bullets

# Objective A: Typing - enter

Type the following 7 times:

the quick brown fox jumps over the lazy dog

# Objective B: Typing - shift

Type the following 7 times:

The quick brown fox Blacky jumps over Browny, the lazy dog.

# Objective C: Typing - caps lock

Type the following 7 times:

The quick brown fox BLACK jumps over BROWNY, the lazy dog.

# Objective D: Backspace VS delete

Erase (use Delete only) the words Blacky and Browny from Objective B output.

Erase (use Backspace only) the words BLACKY and BROWNY from Objective C output.

# Objective: Bullets and Numbering

Bullet Objective A output

Number Objective D output

Congratulations! You’ve just learned how to use enter, shift, capslock, backspace, delete, bullets, and numbering.