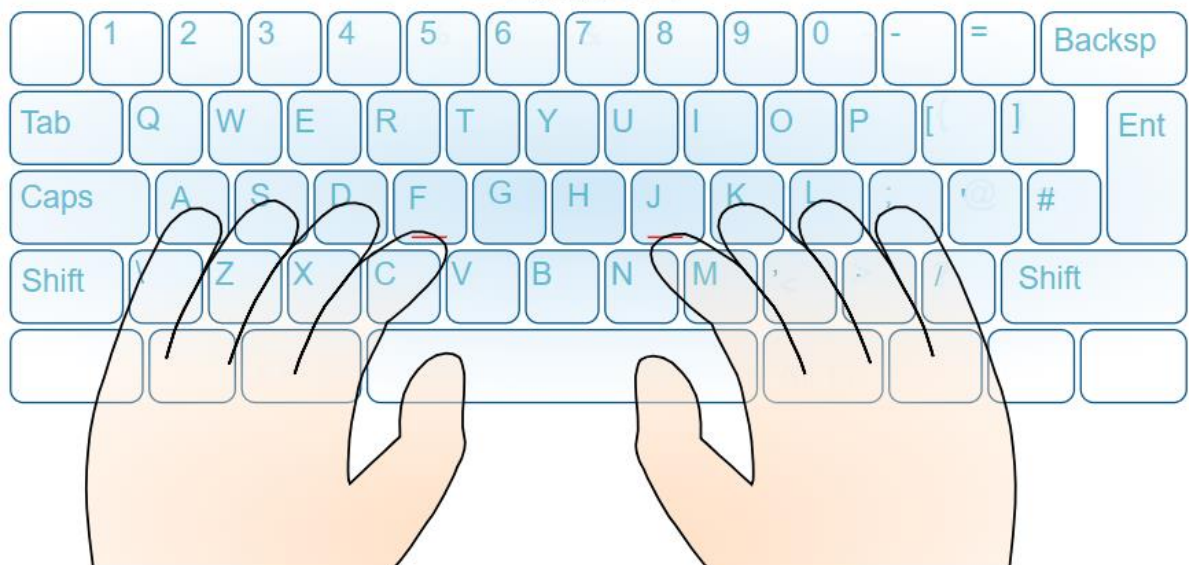


The Doorway Online Text Type 3 Practice Workbook



Doorway Text Type 3



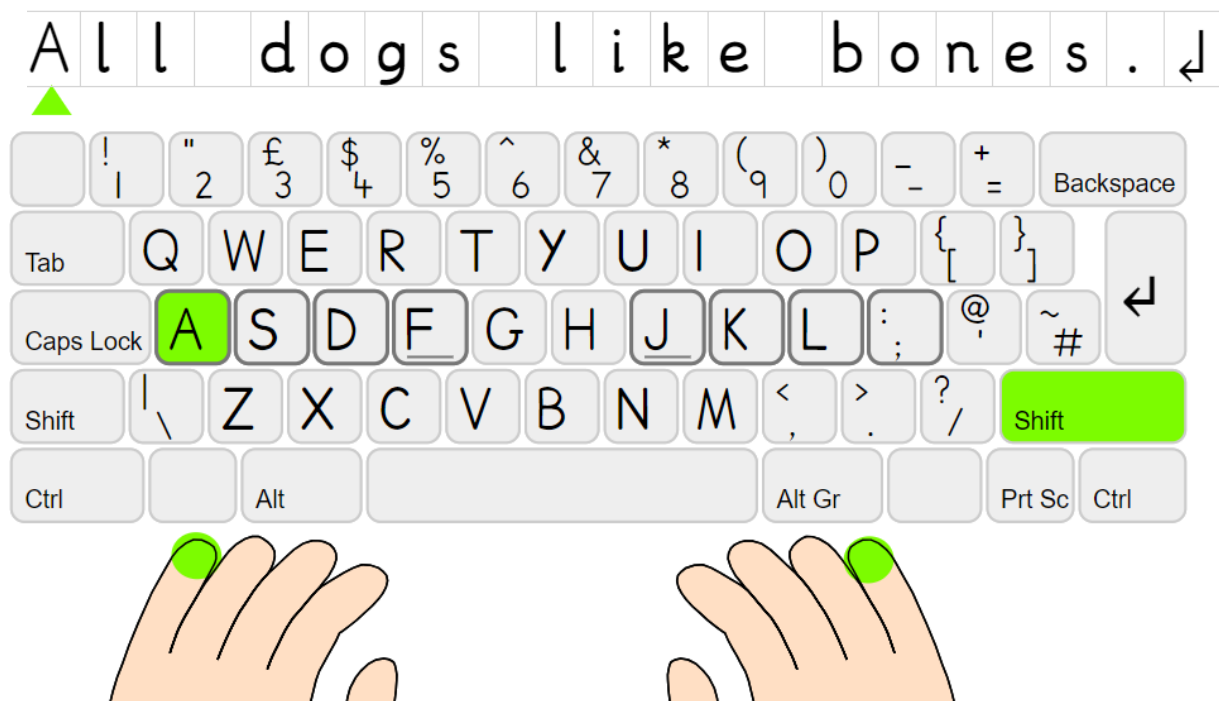
**Go to <http://www.doorwayonline.org.uk/> and learn to touch
type for free!**

Doorway Online is a touch-typing tutor that takes learners from the home keys to mastery of the whole keyboard and typing sentences. This activity is designed to be as accessible as possible to all learners.

This typing workbook belongs to:

Becoming familiar with the keyboard and learning to touch type can help with lots of things!

- It will improve your computer skills.
- It will improve your typing speed.
- It will improve your typing accuracy.
- It can help to improve your job prospects – it's a life skill!
- If you have dyslexia or have difficulties with handwriting, touch typing can also help.



Once you learn where all the keys are you can type without looking at the keyboard – cool!

Getting started – Options!

When you start Text Type 3 you can choose whether you want to have the keyboard on the screen so you can see how to position your hands properly. You can even have the letters spoken aloud as you type.

You can also keep track of your ‘Accuracy Score’ and how many words per minute (WPM) you can type.

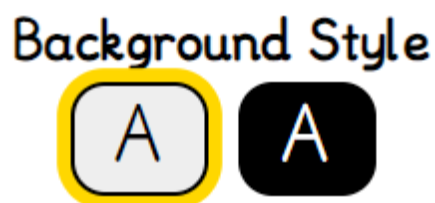
It is probably a good idea to keep everything ticked at first but then change the settings as you progress.

Options



- ✓ Show Keyboard
- ✓ Show Hands
- ✓ Speak Target Letters
- ✓ Echo Key Pressed
- ✓ Allow Line Skip
- ✓ Scroll Text
- ✓ Show Accuracy Score
- ✓ WPM Score

Before you start typing, remember to set up the keyboard just as you want it – you can choose different font and background styles and colours.



Start with the home keys

If you haven't used Doorway Text Type before or you are new to learning how to use the keyboard, please **start at the beginning: 1. home keys (1)** and work your way through each of the activities.

There are **57 activities** which include learning how to use the 'home keys' through to typing punctuation, writing sentences and even jokes!

1. home keys (1)

2. home keys (2)

3. add g and h

4. add t and i

5. add e (1)

6. add e (2)

7. add m (1)

8. add m (2)

17. add z and x

18. punctuation 1

19. capitals-l

20. capitals-r

21. mixed capitals

22. commas etc

23. apostrophes

24. acronyms

35. punctuation 3

36. speech etc

37. jokes

38. brackets

39. wisdom (1)

5 minutes a day is all you need!

But you can do more if you want – **practice makes perfect.**



Remember to position your hands on the keyboard.

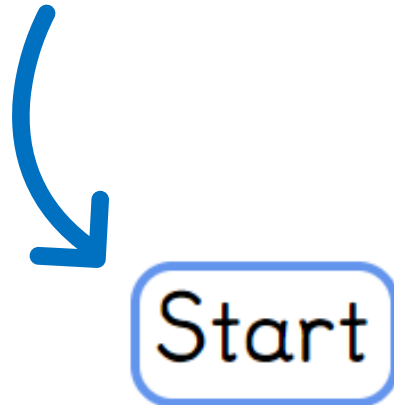
- ✓ Feel the bumps on the F and J keys.
- ✓ The bumps are there to guide you to position your fingers on the keyboard.
- ✓ Place your index fingers on the F and J keys.
- ✓ Your fingers should lightly touch the keys.

You can also use **Doorway Text Type 3** on a tablet such as an iPad or Android – connected to a Bluetooth keyboard.



So what are you waiting for? Become more familiar with the keyboard and learn to touch type at:

<http://bit.ly/DoorwayTextType3>



And don't forget to complete and print your certificate at the end of the workbook!



For more on Touch Typing and Best Practice see:

<http://www.doorwayonline.org.uk/touch-typing-best-practice/>

Week 1

Monday _____ *(write the date here)*

The activity I am doing today is _____ *(write the activity)*

Today I practised for ___ minutes* *(write the number of minutes you practised)*

Today I scored ___ points* *(keep track of your score - see the Accuracy Score)*

Tuesday _____ *(write the date here)*

The activity I am doing today is _____ *(write the activity)*

Today I practised for ___ minutes* *(write the number of minutes you practised)*

Today I scored ___ points* *(keep track of your score - see the Accuracy Score)*

Wednesday _____ *(write the date here)*

The activity I am doing today is _____ *(write the activity)*

Today I practised for ___ minutes* *(write the number of minutes you practised)*

Today I scored ___ points* *(keep track of your score - see the Accuracy Score)*

Thursday _____ *(write the date here)*

The activity I am doing today is _____ *(write the activity)*

Today I practised for ___ minutes* *(write the number of minutes you practised)*

Today I scored ___ points* *(keep track of your score - see the Accuracy Score)*

Friday _____ *(write the date here)*

The activity I am doing today is _____ *(write the activity)*

Today I practised for ___ minutes* *(write the number of minutes you practised)*

Today I scored ___ points* *(keep track of your score - see the Accuracy Score)*

Week 2

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 3

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 4

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 5

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 6

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 7

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 8

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 9

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Week 10

Monday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Tuesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Wednesday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Thursday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Friday _____

The activity I am doing today is _____

Today I practised for ___ minutes.

Today I scored ___ points.

Certificate of Completion



This is to certify that

has completed ____ weeks of
Typing Practice using Text Type 3

Signed: _____



If you want to continue to record your progress, ask the person who is helping you to download and print a new workbook.

Why not say a BIG THANK YOU to the developers of Text Type 3 and tell them about your typing progress:

www.doorwayonline.org.uk/contact/

And don't forget...practice makes perfect!