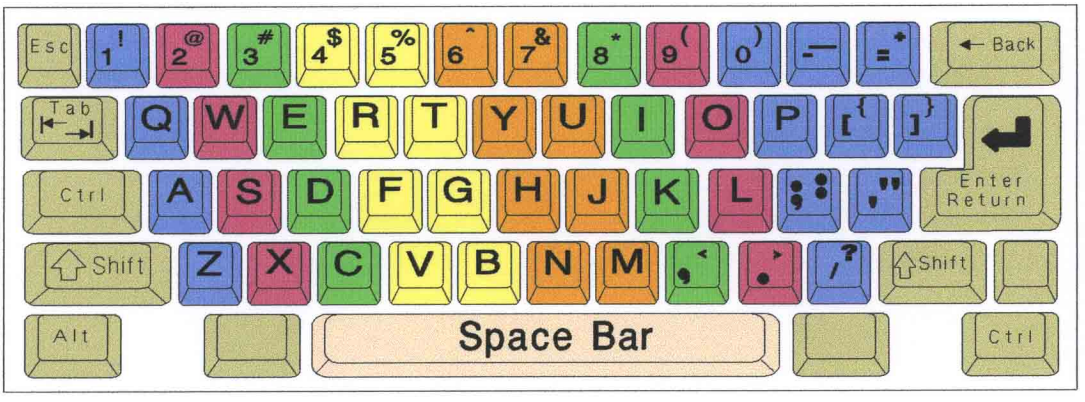
CHART 1 -- J, F, Space

Place the first finger on your right hand on the "J" key and rest the other three fingers beside it on the K, L, and Semi-colon keys. Place the first finger on your left hand on the "F" and the other three fingers on the keys beside it. Type the two lines below with one space after each group of letters. Use the thumb next to the "J finger" to press the Space Bar. Errors may NOT be erased until Chart 7, just try again.

jf fj jf fj fjf jfj ffj jjf fjj jff
jfj fjf jffj fjjf jfj fjf fjjf jffj



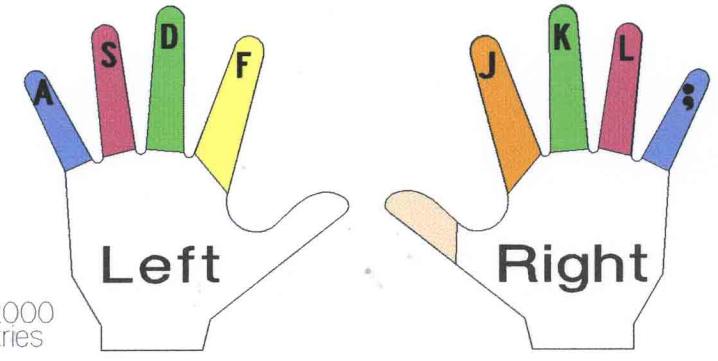


Chart 1
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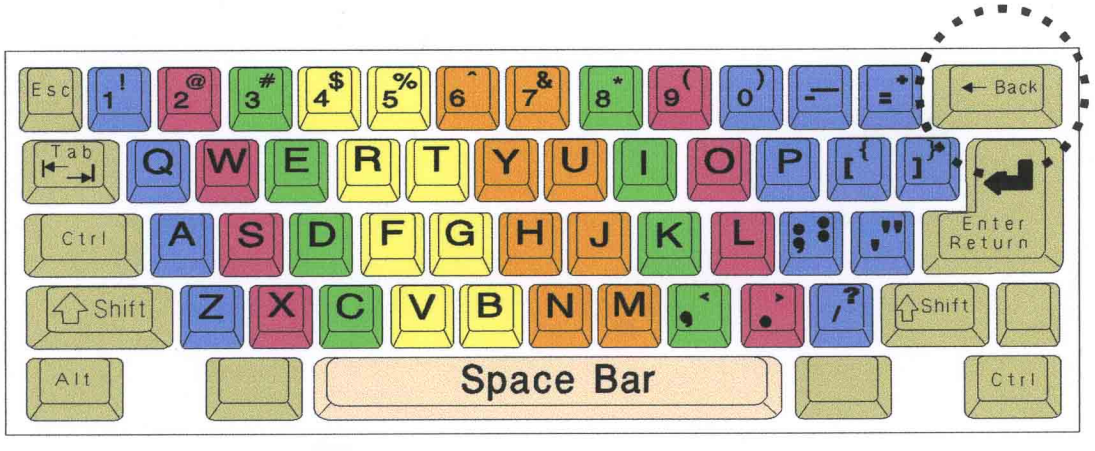
CHART 7 -- Backspace

The baby finger on the right hand reaches up to the Backspace key to erase. Keep the "J" finger on the "J," stretch fingers, and turn wrist slightly. Looking is permitted only if hand is not large enough to erase by "touch." Press Enter twice at the end of the chart. Elementary students begin taking tests on this chart. Practice first, then set timer, and type this chart for three minutes. Check the next to last page in book to score test. A 100% must be earned to advance.

all dad as lad lass fall ask fad salad
add alas falls alfalfa sad dads lads



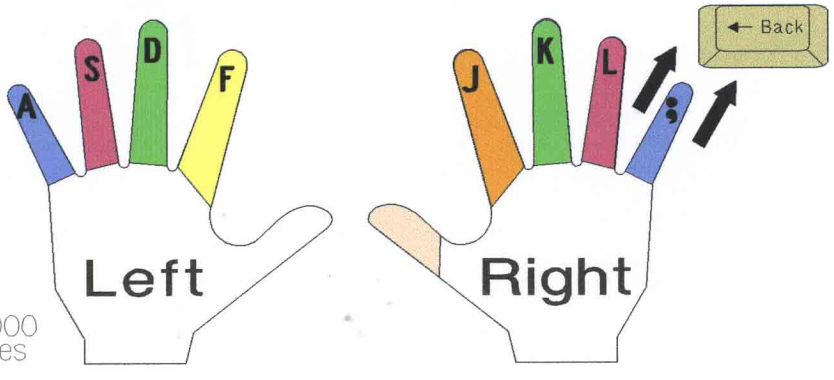


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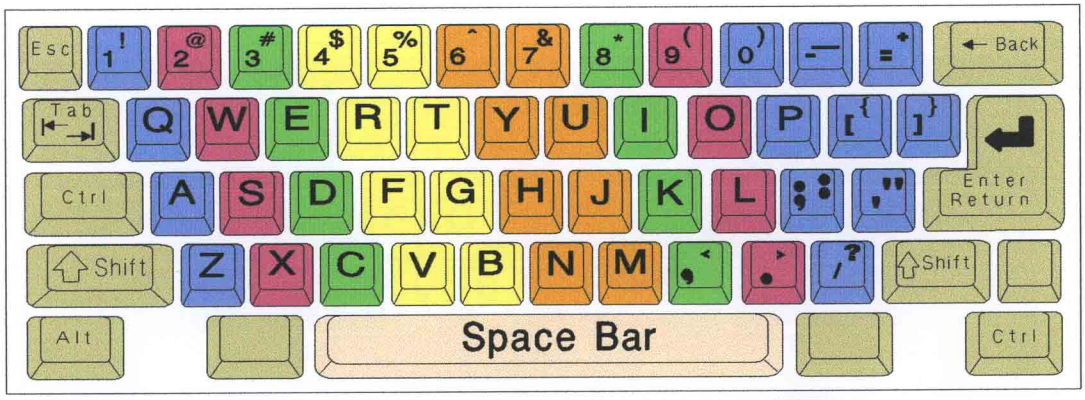
CHART 15 -- Period

The "L finger" reaches down to the right to the period. Type the period immediately after the last letter in a sentence; type two spaces after a period. Keep the other three fingers on Home Row while reaching down. Use left Shift for capital letters on this chart. Corrections may only be made WHILE typing the chart if it can be done without looking; otherwise complete chart first.

Mom made some food for Karl. Karl also asked for a salad. James ordered a mask for a drama from Osaka. Jesse rode a llama. Major Medford released a flare. Old jade jars are rare.



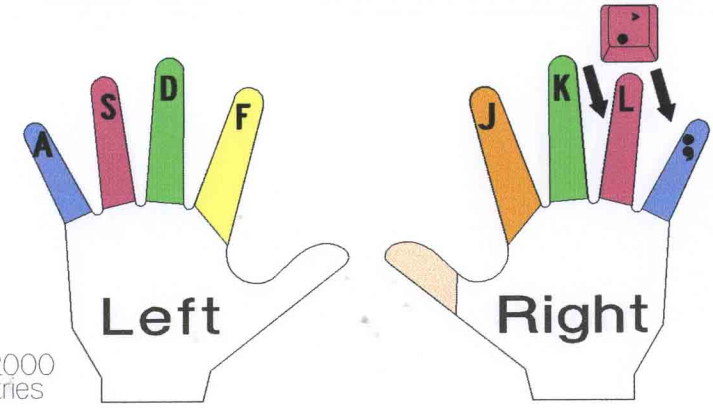


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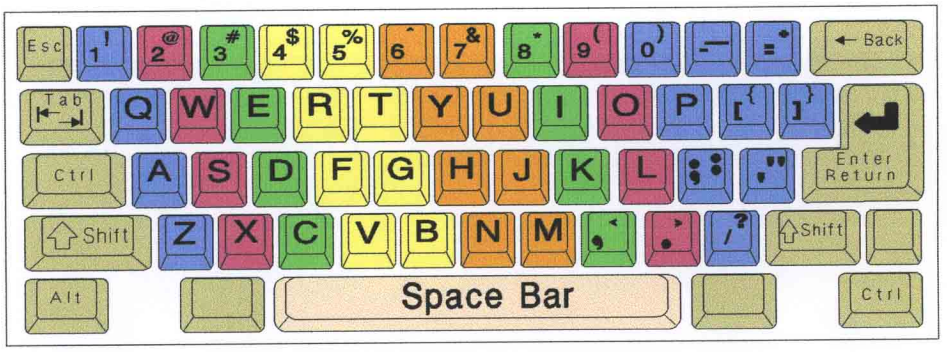
CHART 19 -- G

The "F finger" reaches to the right straight across to the G. This chart uses capital letters on both hands, so be sure to hold the Shift key with the hand opposite from the one typing the letter. Type only one space after the middle initial of James A. Garfield, the 20th President of the United States, and one space after Mr.

God is life. God is good. God made me.
James A. Garfield emerged as a leader.
Mr. Riggs likes fried eggs. George giggled as some dogs fled from a gaggle of geese.
Miss Kilgore sees a large fragile glass jar.
Meg is from Laramie. Kim is a Greek girl.
Eagles are regarded as regal.



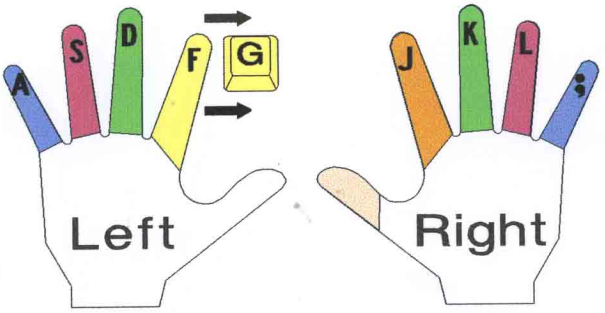


Chart 19
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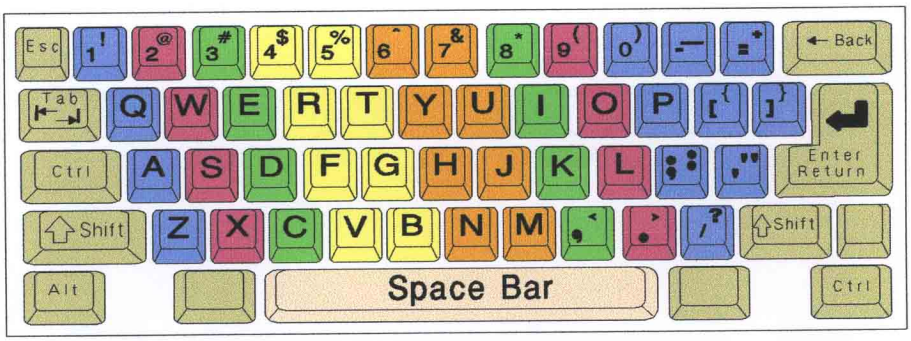
CHART 21 -- U

The "J finger" reaches up to the U. Be sure to keep the "J finger" in place when stretching the baby finger up to the backspace key to erase.

Jesus died for us; alleluia. Jesus is our Lord; Jesus is our Redeemer. Jesus frees fearful souls; Jesus offers us life. Jesus arose; seek Jesus. Jesus fulfills all of our desires. I am glad Jesus frees me from all fear of failure. Jesus makes our life easier. God guides us; God is like a rudder for our souls. God is our refuge; God is glorious.



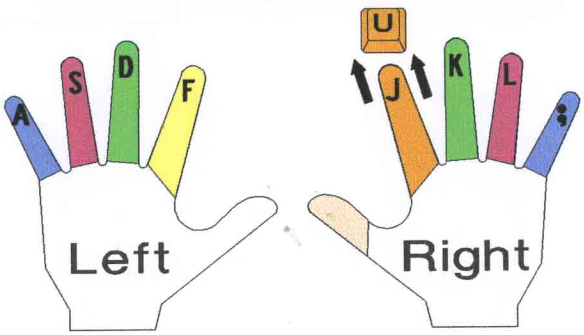


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CHART 52 -- Exclamation Mark & Caps Lock

The "Semi-colon finger" holds right Shift while "A finger" reaches above Q to 1 on the top row to make an Exclamation Mark; then space twice. Press Caps Lock key before typing heading to turn it on, and again after typing heading to turn it off. Shift must be held down to type double quotation marks, even when Caps Lock is on. Center and bold heading.

THE "I AM" IS AN AWESOME GOD!

God is awesome! He is amazing! God is omnipotent--He is all powerful! God is omniscient--He knows everything! God is omnipresent--He is present everywhere at all times!

God is awesome! God requires us to have a reverential fear of Him, and, at the same time, He desires to fill us with astonishment, fascination, and wonder of who He is! Many unbelievers have allowed modern advances in technology to take the place of God. Nothing amazes them; they simply expect science to find a logical explanation for all of God's miracles. One day every knee will bow and every tongue will confess that Jesus Christ is Lord! Then the world will know it is God who is awesome--not science!

God is all powerful--He is omnipotent! God demonstrates His amazing power to us in many ways, both through His Word and in our daily lives. He has overcome the world; He has defeated the powers of darkness! Does God use His power to be a "show-off" or to cause ill-intentioned harm to people? No! He uses His power to persuade us to trust in Him. Jesus performed miracles for only one reason: Jesus performed miracles so that revelation of His holiness could occur--so that the eyes of the spiritually blind might be opened. People were freed from the power that was holding them captive; Jesus freed them so they would realize that He was indeed the Son of God. True freedom is found only in Jesus Christ; He is not just a ticket to heaven, but a source of strength and comfort for each and every day. We can have God's power available to us to use for His glory simply by asking Jesus to come into our heart and forgive our sins!

God is omniscient--He knows everything! He knows the sins we have committed, and He loves us anyway! God is omnipresent--He is present everywhere at all times! He will never leave us or forsake us. He gives us peace and joy which is so great that we are incapable of understanding it. Jesus said you cannot serve two masters; the decision you must make is this: Will you serve another god such as money, friends, or success; or will you serve the one and only true God--the Lord Jesus Christ?

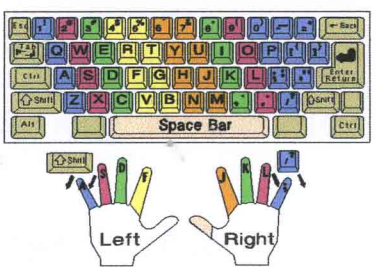

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CHART 54 -- Header and Page Break

Open the header function. Set the text to be even with the right margin. Type your name on the first line. Specify the page number to print on the second line with the word "Page" in front of it. Name and page number are required for the proof but are not part of the timed typing test.

COMPUTER HISTORY

God invented the first computer when He created man! Did you know that the human brain is still far more sophisticated than any computer available today? The first electronic computer was completed in 1942--two years earlier than the slower electromechanical Mark I being built at the same time. The most well-known early electronic digital computer was the ENIAC; it was completed in 1946. The ENIAC weighed over 60,000 pounds (30 tons) and contained more than 18,000 vacuum tubes! First-generation valve/vacuum tube electronic computers were approximately twenty times faster than electromechanical computers, but a single chip on one of today's fourth-generation computers may contain the equivalent of 300,000 vacuum tubes and run twenty times faster than the ENIAC!

Abacus: The abacus is an oriental counting device invented over 5,000 years ago. Calculating is done by a person moving beads up and down on rods. A device which operates by counting is called a "digital" device.

Johannes Gutenberg: Just as the abacus had to be operated by hand, books were copied by hand--taking a pointed instrument, dipping it into a well of ink and writing each word. Gutenberg's printing press, invented in 1445, could print approximately 300 sheets of paper per day. In 1456, Gutenberg completed printing the first book printed on his press--the Bible.

Logarithms: In 1614, John Napier invented logarithms--a table of numbers which can be utilized to quickly multiply and divide very large numbers. William Oughtred used this principle to invent the slide rule in 1632. A slide rule is similar to a hand-held ruler with a movable bar; it was used extensively until the late 1960's. It is called an "analog" device because it uses measurement--the distance between points--as a means of calculation.

Blaise Pascal: Between 1642 and 1644, Pascal designed and constructed the first gear-driven (digital) calculating machine; it could add and subtract. The odometer which counts the miles on a car still uses Pascal's principle!

Gottfried Wilhelm von Leibniz: The "Stepped Reckoner" was invented by Leibniz in 1671, but was not finished until 1694. His gear-driven calculating device could add, subtract, multiply, divide, and calculate square roots.

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"HOW FAR DO I HAVE TO GET?"

The information below is based on a three-minute timed typing test. A grade of 100% is earned by correctly typing to the character on the pink line. If errors are made, an additional fifteen characters must be typed to make up for each error to earn a 100%. The character to reach with one, two, or three errors are shown in yellow.

Chart No.	.....100%.....Error.....Error.....Error C.....B.....A.....1.....2.....3	Words/ Minute
7	lass fall ask fad salad add alas falls alfalfa sad dads lads all dad as la	3
8	l elk jade false seed leaf self lead flee dead fed lake sale deed fell sea d	4
9	me smell made male female jammed sesame deem medal seem meek jam small make	5
10	load oak molasses lose model flood moose fool look foal mood loom does lass	6
11	Joel seem Kale do Leo look Jesse medal Osaka moose Mesa mode Kalaska lose J	6
12	fford Lara offer Joram erase Meeker jar Lamar aerosol Mamre forsake Jerome m	7
13	Salem release Rome fork Dallas jam Amos room Rameses look Edom fearless Dale	7
14	referee Rama Jesse forsake Fred Karl seem Earl Osaka mask Dale Odessa rodeo	7
15	ama from Osaka. Jesse rode a llama. Major Medford released a flare. Old j	8
16	Rose sold a jar of jam for a dollar. Dad raked a load of alfalfa for Earl.	9
17	a field of daisies. Leslie likes daffodils. Jim likes aerial films. Marie	10
18	led a rifle drill. Doris looked for fossils. Allie is from Florida. Ed is	11
19	dogs fled from a gaggle of geese. Miss Kilgore sees a large fragile glass j	11
20	illed glasses. Greg likes milk; Doris likes limeade. Major Keller asked fo	12