# Handout

# Word Skill Lessons

# Skill Lesson 3

**Teacher Instructions:**

1. Fold this paper on the dotted line and place on top of the keyboard of each student

2. Help students change the font size to 14. See directions in Skill Lesson 1

3. Tell students to press the Enter key 2 times after their name, then after the numbers,

then after the alphabet

4. Show them the Shift key and tell them to press and hold it before typing a capital letter

and let go of it to type lower case letters. Remind them to use the Space Bar

5. Show them how to hold down the mouse button to highlight a word. Go to the letter

‘A’ with a thick line under it on the toolbar. Click the down arrow next to it and click

a color

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# Your Name

AaAa BbBb CcCc DdDd EeEe FfFf GgGg HhHh IiIi JjJj KkKk LlLl MmMm NnNn OoOo PpPp QqQq RrRr SsSs TtTt UuUu VvVv WwWw XxXx YyYy ZzZz

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

Mom

Dad

Love

Peace

Cat

Dog

Sunday (pink)

Monday (light blue)

Tuesday (red)

##### Wednesday (green)

Thursday (dark blue)

Friday (yellow)

Saturday (purple)

Mattos Elementary School

Mrs. Khan