![C:\Users\kbinns\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BHPUH5J0\MC900347509[1].wmf]()KEYBOARD RALLY

The purpose of this keyboard rally is to develop speed and accuracy in your typing using correct keyboarding techniques. Read and follow the directions carefully – you must follow all the rules! Be sure to PROOFREAD and CORRECT all your keyed work. Correct keyboarding techniques (that means “hands covered”) must be used, or you must start over.

1. Create a new WORD document. Set the line spacing options to single space and 0 pts. before and after the paragraph spacing. Use Cosmic Sans MS, 12 pt., as your font choice. Keep this font throughout the assignment. Right align your first and last name. Save as **Rally xx**.
2. Enter 2X and center align the title KEYBOARD RALLY in all caps.
3. Enter 2X and left align the lines below:

Just hanging out with my ghoul friends.

Time for a coffin break.

Take a fright turn into the fright zone.

 The graveyard shift is best. No bones about it!

1. Enter 2X and center align the lines below:

Trick or Treat!

Give me something good to eat.

Give me candy. Give me cake.

Give me something sweet to take!

1. Stand up, enter 2X, and left align the following phrase in bold:

**I boo believe in ghosts! I boo, I boo, I boo!**

1. Sit down, enter 2X, and center align the following lines in italics (no bold):

Old witch Mary, quite contrary, “How does your garden grow?”

With moss and slime, and poisonous vine,

and toadstools all in a row!

1. Stand up, enter 2X, and left align the following phrase 3 times: Which witch is which?!?!
2. Sit down, enter 2X, and right align the following lines:

Spooky Stew Sale!

All natural living ingredients.

We deliver after midnight!

1. Enter 2X and left align the names of your two favorite Halloween treats on the same line. Press enter 1X. Tab 4X and key the name of the first treat. Press enter 1X. Tab 6X and key the name of the second treat.
2. Enter 2X and left align the following lines:

Too Cute to Spook! Too Cute to Spook! Too Cute to Spook!

Too Cute to Spook! Too Cute to Spook! Too Cute to Spook!

 Witch Parking – All others will be toad!

 Witch Parking – All others will be toad!

1. Proofread your work “three times over”. Make sure the document is a one-page document. Print your work and pick up your paper at the printer.
2. Go to one of the witches displayed on the wall and say “Boo to You!”
3. Go to your favorite keyboarding teacher and read what you keyed on number 4. Then hand your paper to your teacher, put the Keyboard Rally instruction sheet in the front tray, and hope you are not “tricked”!

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