**Practice Typing a Paragraph**

Before beginning the project, the students volunteer the rules they remember from kindergarten-first grade. They should include:
Use the Shift key to make an uppercase letter.
One space between typed words.
One space after (NOT before) punctuation marks.
Home Row Keys asdf jkl;
Correct posture, hand and feet positions

I demonstrate typing a paragraph. I show the students how the words will wrap onto the second line when they are in the middle of typing a sentence if it is longer than the one line. I make sure the students understand that they should NOT press the Enter key at the end of the line.

I like to eat cheeseburgers but I do not like to eat crab cakes. I like to drink hot chocolate but I do not like to drink cranberry juice. I like to play Parcheesi but I do not like to play chess.

Everyone sits at their assigned computer, starts Word, and waits. As a class, we click File - Save and type the file name. In this manner, everyone has saved a blank document. It is much easier to end the class period by just clicking File - Save and not having to worry about naming the file.

They are given the following starter sentences with blanks to fill in:

I like to eat --------- but I do not like to eat --------. I like to drink ------ but I do not like to drink -------. I like to play ------- but I do not like to play --------.

When they have typed this short paragraph, they are to press return twice and type their name. They may print the document if they choose.