

Lesson 1: English Typing Basics

Instructions :- The **home row** of the keyboard is the most important to the touch-typist.

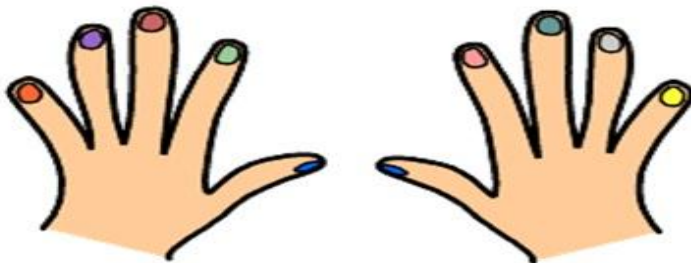
When at rest the typist's fingers are positioned, lightly, on the **A-S-D-F** keys for the **left hand**, and the **J-K-L-;** keys for the **right hand**.

- The **left index finger** will control the **F** and **G** keys, the **right index finger** will control the **J** and **H** keys.
- The **left middle finger** will control the **D** key, the **right middle finger** will control the **K** key.
- The **left ring finger** will control the **S** key, the **right ring finger** will control the **L** key.
- The **left little finger** will control the **A** key, the **right little finger** will control the **;** key.
- The **spacebar** is controlled by the **right thumb**.

The home row.

LEFT HAND RIGHT HAND
LFRFMF IF IF IF IF MFRFLF
A S D F G H J K L ;

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger.



Each color match a finger. For example the right index is pink and has to type only the pink keys. Always try to type with both hands. Divide groups in the keyboard for both hands. Always use thumb of any hand for press the space bar.

Lesson 2 : Home Row Keys Practice

निर्देश :- निम्न अक्षरों को Lesson 1 में बताएँ अनुसार उँगलियों को Home Row Keys पर रखकर 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

aaa aaa aaa ;;; ;;; ;;; sss sss sss lll lll lll ddd ddd ddd kkk kkk kkk fff fff fff jjj jjj jjj
ggg ggg ggg hhh hhh hhh ggg hhh fff jjj ddd kkk sss lll aaa ;;;
asdfghjkl; asdfghjkl; asdfghjkl; a;sldkfjgh a;sldkfjgh a;sldkfjgh
ghfjdksla; ghfjdksla; ghfjdksla; asa asa ada ada afa afa aga aga aha
aha aja aja aka aka ala ala a;a a;a ;l; ;l; ;k; ;k; ;j; ;j; ;h; ;h; ;g; ;g; ;f;
;f; ;d; ;d; ;s; ;s; ;a; ;a; sas sas sds sds sfs sfs sgs sgs shs shs sjs sjs sks
sks sls sls s;s s;s l;l l;l lkl lkl ljl ljl lhl lhl lgl lgl lfl lfl ldl ldl lsl lsl lal
lal dad dad dsd dsd dfd dfd dgd dgd dhd dhd dkd dkd dld dld d;d d;d

Lesson 3 : Shift + Home Row Keys Practice

निर्देश :- निम्न अक्षरों को Lesson 1 में बताएँ अनुसार उँगलियों को Home Row Keys पर रखकर Shift Key के साथ 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

:”AFSK” LKSDF ‘A;DKF JSKLG KDLKF JGKSL LSGJFK GHDL
LDKJS ;FJGH HFJSL GJHKA’L ;LDKJGH JDKA;L FJKA; GJDL DKLS
JFF;’A S;”;DG KFJSK ;LSJD JFSK; JDFK; KSLDK ‘LKSJD FJKS;A
DJKA;L DJFKA; DJAK; DJFKSL DKJG;K FGJDLKS; DJSKD GJKD;L
JKD;L JKD;DG JGKD;A FJDKD; FG KDA; DKFJDKA; FGJDKA; FJKDA;F

Lesson 4 : Upper Row Keys Practice

निर्देश :- उँगलियों को Home Row Keys पर रखकर Upper Row keys के साथ 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

uru urrr uu rru urrrr ruur rruu rrr rrrr uuuu rrur eii eeieiii eiee ie iei iei ii eeei iee ie
i ieie www woow oowwoooo wow ooww wwwo ooo oww owooo wwowo pppqp
pq qq pqp pqp pppp pppqp pqpq qqqq qp qppq oper uiqp powrr poriq uiwp oruwiq
piewru iruwi qwerty poiuy eowep tyui type topper eiowpq tyuwip irueiqp iqpeiru
pieur pieuq piru peiru iweuri ieopqeiurq ppeerip uiopqwer trewuiiop oiurey yreoqp

Lesson 5 : Shift + Upper Row Keys Practice

निर्देश :- उँगलियों को Home Row Keys पर रखकर Shift Key के साथ Upper Rows keys का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

URUURRR UURRU[]URRRR R[UUR] RRUU[RRR RRRR UUUU RRUR
EII EEIEIII EIEE IE IEI IEI II OWW EEEI IEE IEI IEIE WWW WOOW
OOWWOooo WOW OOWW WWWO OOO OWOoo WWOWO PQQPQQ
QQ PQP PQP PQQQ PQQP QQQQ QP QPPQ OPER UIQP POWRR PORIQ
UIWP ORUWIQ PIEWRU IRUWI QWERTY POIUY EOWEP TYUI TYPE
TOPPER EIOWPQ TYUWIP IRUEIQP IQPEIRU PIEUR PIEUQ PIRU PEIRU
IWEURI IEOPQEIURQ PEEURIP UIOPQWER TREWUIIOP OIUREY

Lesson 6 : Simple Word Practice By Home And Upper Row Keys

निर्देश :- उँगलियों को Home Row Keys पर रखकर Home And Upper Rows keys का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

the four lads stood quietly atop the tower; pear salad
is a great quirky dish; plaid dads play golf; slide the
glass to your good pal; we gladly yapped for two hours;
wade through the water to us; either of us will go; we
used our gold goose eggs well; let us do tea for two;
go forward to the other side; other ghosts will spook
us; the riders had quite a lot of leg power; you see
how easy it is to type the top row; a little further to
go yet; i wish i had read the flyer fully; read it for
us please; joke sipped jade tea jealously; kite flew
her fast kite sky high; just three there where dust
rust host how little real peer pair party dirty right
output help height quit low keep stop start just ghost
width allow lookup hurt goal house hotel Jupiter
Geography

Lesson 7 : Bottom-Row Keys Practice

निर्देश :- उँगलियों को Home Row Keys पर रखकर Bottom Row Keys के साथ 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

zxcv/.,mn nvm,z. zvnvc ncmx,.z/ ,vmx.z bcncm,z .c,vmnc cnmz,.z,cvm ncmz,..
m,zxm nvnvmm /zmc,.x vm,z.c/ cvm,z., mc,z.c vnmc,x nm,.c/ bcnzmmz, xncmzm,
c,mvnmz vnmz/.c cxvcnmc bxnmz,cz m/.,nm,v cv,c.vb.z/c mx,z.cb mc,;cl cmlc;b
bnzcm. Mccclx./ vmc,.zc vmm,z.c, vmc,.c, vmb,nnvmc m.z,cvm mc,xcmvb
nnmvnm vnm..z,zzx/vb bmc,z,cv cm.,vvnc. /cm,vmmn, vnzcmn. /c.v,cncvm vn,c,c

Lesson 8 : Shift Keys + Bottom-Row Keys Practice

निर्देश :- उँगलियों को Home Row Keys पर रखकर Shift Key के साथ Bottom Row Keys का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

ZXCV<<?MN NVM>Z< ZVNVC NCMX?><Z VMX<Z BCNCM<Z <C<VMNC
CNMZ<<Z<CVM NCMZ<<< M<ZXM NVNVM ?ZMC<<X VM<Z<C?
CVM<Z<< MC<Z<C VNMC<X NM<<C? BCNZMZ< XNCMZM< C<MVNZ
VNMZ?<C CXVCNMC BXNMZ<CZ M?<<NM<V CV<C<V B<Z?C MX<Z
<CBMC<CL CMLCB BNZCM< MCCCLX<? VMC<<ZC VMM<Z<C<
VMC<<C< VMB<NNVMC M<Z<CVM MC<XCMVB NNMVNM VNM<<Z
<ZZX?VB BMC<Z<CV CM<<VVNC< ?CM<VMMN< VNZCMN< ?C<V<CN

Lesson 9 : Simple Word Practice By All Rows Characters

निर्देश :- उँगलियों को Home Row Keys पर रखकर All Rows Characters का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

Learn English Typing for the Govt. Jobs as well as Private sectors Jobs. Good typing speed is the key of data entry operator, BPO, KPO, Online Marketing and other Data feeding jobs. Online English typing tutor by India Typing is the best typing software. After loading online typing tutor lesson you have to type the highlighted character in 'pink' color, see on the keyboard the target character that has to be typed is showing in 'green' color if you typed it correctly the cursor highlight the next character in lesson and the typed character turns to 'black' on lesson text and the keyboard highlight the new target character. But if you typed wrong character the character turns 'red' in keyboard and you typed tab will display OOPS message and the cursor stand silent. For complete the lesson you have to typed correctly otherwise you will not eligible for type next character at India Typing.

Lesson 10 : Fourth Row Number and Symbol Keys

निर्देश :- उँगलियों को Home Row Keys पर रखकर Number Row Characters का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

77 447 74 44 774 477 774 4744 4444 7444 4474477 447 8838 83333 3
3838 83883 3888 88388 3838383 33388 3838 22992 29922 9922 2292
99999 992292 9922 92292 22 001 110 1010 001 000 01 1000 1011
111 100 10 11000 1256689 73059 9587790 735049 58784 75505
79308 485670 484840 -40=905958 78410=1- 91478 7528-4 91=4-04
=00588 87984 -4103=' ` -203589 57794 0391=' -02 099358 7493-0=' -
309498 5784-9=' =304-5=' 9 403584 7567` 9 394=0139 849=59- 65830-

Lesson 11 : Shift Key + Fourth Row Number and Symbol Keys

निर्देश :- उँगलियों को Home Row Keys पर रखकर Shift Key के साथ Number Row Characters का 05 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

~!@#*\$ (*&^#(+_ (#& b@*&) (@#& !##&~ @\$^*&~()) (@_) +_ \$
(\$ (#&&% ^% !^%&# ^@&)(!) *#^\$ (~# *^\$&!*#() #*\$^ ^#&&(*
#!) @ (~#) * (@#*\$& ^#&\$&#)!* (*#_~(+# &\$^^(& (&#)&*\$
&#)_((*#* &&!(@)+) +_@(#(&\$^#&% ##^*&#^\$#^^!
~!@#\$+_() (* &^%\$^&& #\$\$%^&**(* #\$(^#&^ (&%*&# %(&^^\$#

Lesson 12 : Paragraph Practice

निर्देश :- उँगलियों को Home Row Keys पर रखकर निम्नानुसार प्रत्येक पेज 02-02 दिनों तक रोजाना एक घंटे टाईपिंग का अभ्यास किजिए।

Avul Pakir Jainulabdeen Abdul Kalam was born on 15 October 1931 to a Tamil Muslim family in Rameswaram in the Indian state of Tamil Nadu. His father's name was Jainulabudeen, a boat owner, and his mother Ashiamma, a housewife. His father owned a ferry that took Hindu pilgrims back and forth between Rameswaram and the now-extinct Dhanushkodi. He came from a poor background and started working at an early age to supplement his family's income. After completing school, Kalam distributed newspapers to contribute to his father's income. In his school years he had average grades but was described as a bright and hardworking student who had a strong desire to learn and spend hours on his studies, especially mathematics. After completing his education at the Ramanathapuram Schwartz Matriculation School, Kalam went on to attend Saint Joseph's College, Tiruchirappalli, then affiliated with the University of Madras, from where he graduated in physics in 1954. Towards the end of the course, he was not enthusiastic about the subject and would later regret the four years he studied it. He moved to Madras in 1955 to study aerospace engineering in Madras Institute of Technology.

Raja Ramanna was born in beginning of 1925 to Rukmini and Ramanna in Tumkur, in the princely State of Mysore. The parents having recognized his talent for music early in in life were instrumental in introducing him to classical Western music. Beginning his studies at Bishop Cotton Boys' School, Bangalore, where he mostly studied literature and classical musics. He later attended from Madras Christian College and resided at St.Thomas's Hall where he continued his interests in arts and literature but soon shifted back to physics. At Madras Christian College, Ramanna obtained B.Sc. in Physics and gained B.A. degree in Classical music in 1947.

The same year, went on to attended the Bombay University where gained his M.Sc. in Physics, followed by M.Mus. in Music theory. Ramanna was awarded and received Commonwealth Scholarship, and traveled to Great Britain in 1952 to complete his doctorate. Ramanna attended London University's King's College, a constitute college of London University, and enrolled in doctoral programme there. In 1954, Raja Ramanna obtained Ph.D. in Nuclear Physics and also did a L.R.S.M.from King's College London. In United Kingdom, Ramanna was offered to do his research at Atomic Energy Research Establishment (AERE) where he gained expertise in nuclear fuel cycle and reactor designing. While in U.K., Ramanna enjoyed his interests in European music and Western philosophy, attending Opera and Orchestra performances every week.

Classical music is art music produced or rooted in the traditions of Western music (both liturgical and secular). It encompasses a broad span of time from roughly the 11th century to the present day. The central norms of this tradition became codified between 1550 and 1900, which is known as the common practice period. The major time divisions of classical music are as follows: the early music period, which includes the Medieval (500–1400) and the Renaissance (1400–1600) eras; the Common practice period, which includes the Baroque (1600–1750), Classical (1750–1830), and Romantic eras (1804–1910); and the 20th century (1901–2000) which includes the modern (1890–1930) that overlaps from the late 19th-century, the high modern (mid 20th-century), and contemporary or postmodern (1975–present) eras.

European music is largely distinguished from many other non-European and popular musical forms by its system of staff notation, in use since about the 16th century. Western staff notation is used by composers to prescribe to the performer the pitch, speed, meter, individual rhythms and exact execution of a piece of music. This leaves less room for practices such as improvisation and *ad libitum* ornamentation, which are frequently heard in non-European art music and in popular music. Another difference is that whereas most popular styles lend themselves to the song form, classical music has been noted for its development of highly sophisticated forms of instrumental music.

Gautama Buddha, also known as Siddhartha Gautama, Shakyamuni, or simply the Buddha, was an age on whose teachings Buddhism was founded. He is believed to have lived and taught mostly in eastern India sometime between the sixth and fourth centuries BCE.

The word *Buddha* means "awakened one" or "the enlightened one". "Buddha" is also used as a title for the first awakened being in a Yuga era. In most Buddhist traditions, Siddhartha Gautama is regarded as the Supreme Buddha (Pali *sammāsambuddha*, Sanskrit *samyaksambuddha*) of our age. Gautama taught a Middle Way between sensual indulgence and the severe asceticism found in the sramaṇa movement common in his region. He later taught throughout regions of eastern India such as Magadha and Kosala.

Gautama is the primary figure in Buddhism and accounts of his life, discourses, and monastic rules are believed by Buddhists to have been summarized after his death and memorized by his followers.

The times of Gautama's birth and death are uncertain. Most historians in the early 20th century dated his lifetime as circa 563 BCE to 483 BCE. More recently his death is dated later, between 411 and 400 BCE, while at a symposium on this question held in 1988, the majority of those who presented definite opinions gave dates within 20 years either side of 400 BCE for the Buddha's death.

Lesson 13 : Application / Letters Writing

निर्देश :- निम्नानुसार Application को एक घंटे तक टाईप कर टाईपिंग का अभ्यास किजिए।

Dated: 12th march, 2012

To,
The Principal
Miranda House
Delhi University

Sub : Leave Application.

Dear Sir,

With due respect I beg to state that I RAHUL SHARMA, who is a student of 3rd Year, B.A.(P) in your college was absent from 22nd Feb. to 2nd march 2012 due to extreme fever.

It will be grateful to you, if you grant my request for leave from date mention above, as it was not possible to attend my classes due to my chronic health sickness for which doctor suggested me to take bed rest.

Thank you for your concern. Doctor's Medical Report attached.

Yours Faithfully
RAHUL SHARMA

निर्देश :- निम्नानुसार Letter को एक घंटे तक टाईप कर टाईपिंग का अभ्यास किजिए।

OFFICE OF THE SUPDT. OF POLICE, DISTRICT – INDORE (M.P.)

NO. :- SP / IND / /2015

Date:- / /15

To,
Receiver name,
Designation of receiver,
Address

Dear sir or madam,

I am writing this letter in response to that talk we had over phone last week regarding a new deal that will help to increase reputation among people.

I hope that the above mentioned deal will work better for us and looking forward for your reply.

Thanking you,

Yours sincerely,
Signature,
Name

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