

Typing

MADE SIMPLE

3789

NATHAN LEVINE

advisory editor MARGARET DAVIS



Table of Contents

THE TYPEWRITER AND ITS PARTS

xvi

LESSON 1

J R U

| | |
|--|---|
| Step One—Preparing to Type | 1 |
| <i>Centre the Carriage</i> | 1 |
| <i>Adjust the Paper Guide at 0</i> | 2 |
| <i>Insert the Paper</i> | 2 |
| <i>Adjust the Paper Bail</i> | 2 |
| <i>Straighten the Paper</i> | 3 |
| <i>Set the Line Space Gauge for Single Spacing</i> | 3 |
| <i>Set the Margin Stops</i> | 4 |
| <i>Leave a 1½-inch Top Margin</i> | 4 |
| Step Two—Learning To Type | 5 |
| <i>Assume Correct Typing Posture</i> | 6 |
| <i>How to Strike the Keys</i> | 6 |
| <i>How to Use the Space Bar</i> | 6 |
| <i>How to 'Throw' the Carriage</i> | 7 |
| <i>Self-Testing Work</i> | 7 |
| <i>Learning to use New Keys: R U</i> | 8 |
| <i>Self-Testing Work</i> | 8 |
| <i>Improvement Work</i> | 9 |

LESSON 2

D K E I

| | |
|---------------------|----|
| Machine Adjustments | 10 |
| Warm-up | 10 |
| New Key Control | 10 |
| Self-Testing Work | 10 |
| Corrective Work | 11 |
| Improvement Work | 12 |

LESSON 3

T Y G H

| | |
|---------------------|----|
| Machine Adjustments | 13 |
| Warm-up | 13 |

New Key Control
Self-Testing Work
Corrective Work
Improvement Work

LESSON 4

S L W O

Machine Adjustments
Warm-up
New Key Control
Self-Testing Work
Corrective Work
Improvement Work

LESSON 5

A ; (SEMICOLON) Q P

Machine Adjustments
Warm-up
New Key Control
Self-Testing Work
Corrective Work
Improvement Work

LESSON 6

SHIFT KEYS FOR CAPITAL LETTERS

Machine Adjustments
Warm-up
New Key Control
Self-Testing Work
Corrective Work
Improvement Work

LESSON 7

SHIFT LOCK AND THE : (COLON)

Machine Adjustments
Warm-up
New Key Control
Self-Testing Work
Corrective Work
Improvement Work
Challenge Work

LESSON 8

| | | |
|---|------------------------------|----|
| 1 | | 27 |
| 1 | FULL STOP) AND THE TABULATOR | 27 |
| 1 | Machine Adjustments | 27 |
| 1 | Warm-up | 28 |
| 1 | New Key Control | 29 |
| 1 | Self-Testing Work | 29 |
| 1 | Corrective Work | 29 |
| 1 | Improvement Work | 29 |
| 1 | Keyboard Review | |

LESSON 9

| | | |
|----|------------------------|----|
| 1 | | 30 |
| 1 | M (One-Minute Timings) | 30 |
| 1 | Machine Adjustments | 30 |
| 1 | Warm-up | 30 |
| 1 | Skill-Building Work | 31 |
| 19 | New Key Control | 32 |
| 19 | Self-Testing Work | 33 |
| 19 | Corrective Work | 33 |
| 19 | Improvement Work | 33 |
| 20 | Challenge Work | |

LESSON 10

| | | |
|----|------------------------|----|
| 21 | | 34 |
| 21 | N (One-Minute Timings) | 34 |
| 22 | Machine Adjustments | 34 |
| 22 | Warm-up | 34 |
| 22 | Skill-Building Work | 34 |
| 22 | New Key Control | 35 |
| 22 | Self-Testing Work | 36 |
| 23 | Corrective Work | 36 |
| 24 | Improvement Work | 36 |
| 24 | Challenge Work | |

LESSON 11

| | | |
|----|--------------------------------|----|
| 25 | | 37 |
| 25 | , (COMMA) (One-Minute Timings) | 37 |
| 25 | Machine Adjustments | 37 |
| 25 | Warm-up | 37 |
| 25 | Skill-Building Work | 37 |
| 25 | New Key Control | 38 |
| 26 | Self-Testing Work | 39 |
| 26 | Corrective Work | 39 |
| 26 | Improvement Work | 39 |
| 26 | Challenge Work | |

LESSON 12

- X (Two-Minute Timings)
- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Key Control
- Self-Testing Work
- Corrective Work
- Improvement Work
- Challenge Work

LESSON 13

- Z ½ (ONE HALF) (Three-Minute Timings)
- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Key Control
- Self-Testing Work
- Corrective Work
- Challenge Work

LESSON 14

- ? (QUESTION MARK) (Four-Minute Timings)
- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Key Control
- Self-Testing Work
- Corrective Work
- Challenge Work

LESSON 15

- FIGURES 1 4 7 (Five-Minute Timings)
- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Key Control
- Self-Testing Work
- Corrective Work
- Improvement Work

LESSON 16

- FIGURES 5 6 (Five-Minute Timings) 57
- Machine Adjustments 57
- Warm-up 58
- Skill-Building Work 59
- New Key Control 60
- Self-Testing Work 60
- Corrective Work 60
- Challenge Work 60

LESSON 17

- FIGURES 3 8 (Five-Minute Timings) 61
- Machine Adjustments 61
- Warm-up 61
- Skill-Building Work 63
- New Key Control 63
- Self-Testing Work 64
- Corrective Work 64
- Challenge Work 64

LESSON 18

- FIGURES 2 9 (Five-Minute Timings) 65
- Machine Adjustments 65
- Warm-up 65
- Skill-Building Work 67
- New Key Control 67
- Self-Testing Work 68
- Corrective Work 68
- Challenge Work 68

LESSON 19

- FIGURE 0 - (HYPHEN) (Five-Minute Timings) 69
- Machine Adjustments 69
- Warm-up 69
- Skill-Building Work 70
- New Key Control 71
- Self-Testing Work 72
- Corrective Work 72
- Challenge Work 72

Typing Made Simple

LESSON 20

- HORIZONTAL CENTRING (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - New Work
 - Self-Testing Work
 - Challenge Work

LESSON 21

- VERTICAL CENTRING (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - New Work
 - Self-Testing Work
 - Challenge Work

LESSON 22

- @ (AT) & (AMPERSAND) (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - New Key Control
 - Self-Testing Work
 - Corrective Work
 - Challenge Work

LESSON 23

- £ (POUND) — (UNDERSCORE) (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - New Key Control
 - Self-Testing Work
 - Corrective Work
 - Challenge Work

LESSON 24

- / (SLANT) ' (APOSTROPHE) (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work

Table of Contents

- ew Key Control
- lf-Testing Work
- rrective Work
- allenge Work

LESSON 25

- PARENTHESSES) (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - ew Key Control
 - lf-Testing Work
 - orrective Work
 - allenge Work

LESSON 26

- UOTATION MARKS) ¼ (ONE QUARTER) (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - ew Key Control
 - lf-Testing Work
 - orrective Work
 - allenge Work

LESSON 27

- ¾ ⅝ ⅞ % (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - ew Key Control
 - lf-Testing Work
 - orrective Work
 - allenge Work

LESSON 28

- PERSONAL LETTERS—BLOCK FORM (Five-Minute Timings)
 - Machine Adjustments
 - Warm-up
 - Skill-Building Work
 - New Work
 - Self-Testing Work
 - Number Review

Typing Made Simple

LESSON 29

BUSINESS LETTERS—INDENTED FORM (Five-Minute Timings)

- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Work
- Self-Testing Work
- Symbol Review

LESSON 30

BUSINESS LETTERS—SEMI-BLOCK FORM (Five-Minute Timings)

- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Work
- Self-Testing Work
- Symbol Review

LESSON 31

BUSINESS LETTERS—BLOCK FORM (Five-Minute Timings)

- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Work
- Self-Testing Work
- Number Review

LESSON 32

2-COLUMN TABULATIONS (Five-Minute Timings)

- Machine Adjustments
- Warm-up
- Skill-Building Work
- New Work
- Self-Testing Work
- Symbol Review

Table of Contents

LESSON 33

2-COLUMN TABULATIONS (Five-Minute Timings)

- Machine Adjustments 133
- Warm-up 133
- Skill-Building Work 133
- New Work 134
- Self-Testing Work 136
- Symbol Review 137

LESSON 34

2-COLUMN TABULATIONS WITH COLUMN HEADINGS (Five-Minute Timings)

- Machine Adjustments 138
- Warm-up 138
- Skill-Building Work 138
- New Work 139
- Self-Testing Work 142
- Symbol Review 143

SUPPLEMENTS

COMMON ERRORS AND HOW TO OVERCOME THEM 144

INDENTATION SPACING 145

RULES FOR DIVIDING WORDS AT THE END OF A LINE 146

FLUENCY SENTENCE PRACTICE 147

ALPHABETIC SENTENCE PRACTICE 148

ACCURACY AND SPEED PRACTICE 150

HOW TO USE THE 5-MINUTE TIMED TESTS 150

CORRECTIVE DRILLS 153

RAISING 155

SPECIAL SYMBOLS 156

ADDRESSING ENVELOPES 158

CODES OF ADDRESS 158

WORDS v FIGURES 159

TYPEWRITING PAPER 160

ADDING SUMS OF MONEY 160

ABBREVIATIONS 162

CAPITALS 163

METRICATION 164

METHOD OF ADDRESSING CORRESPONDENCE 164

OLD OUT CHART following page xvi