

**SUPER SUCCESS INSTITUTE, MUZAFFARNAGAR**

**English Typing Course – E-Learning**

<b>Lesson No.</b>	<b>Description of Lesson</b>	<b>Practice Time</b>	<b>Working Day</b>
Lesson 1	English Typing Basics	-	-
Lesson 2	Home Row Keys Practice	1 Hrs	07 Days
Lesson 3	Shift Key + Home Row Keys Practice	1 Hrs	03 Days
Lesson 4	Upper Row Keys Practice	1 Hrs	04 Days
Lesson 5	Shift Key + Upper Row Keys Practice	1 Hrs	04 Days
Lesson 6	Simple Word Practice By Home & Upper Row Keys	1 Hrs	05 Days
Lesson 7	Bottom-Row Keys Practice	1 Hrs	06 Days
Lesson 8	Shift Key + Bottom-Row Keys Practice	1 Hrs	05 Days
Lesson 9	Simple Word Practice By All Rows Characters	1 Hrs	05 Days
Lesson 10	Fourth Row Number and Symbol Keys	1 Hrs	04 Days
Lesson 11	Shift Key + Fourth Row Number and Symbol Keys	1 Hrs	05 Days
Lesson 12	Paragraph Practice	1 Hrs	08 Days
Lesson 13	Application / Letters Writing	1 Hrs	04 Days
<b>Total Working Days</b>			<b>60 Days</b>

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

**Left hand fingers** on the **A S D F** keys

**Right hand fingers** on the **J K L ;** keys

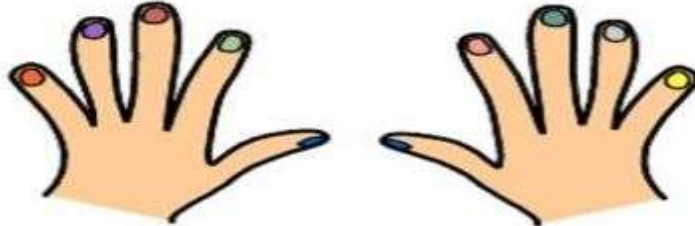
- The **left index finger** will control the **F** and **G** keys, the **right index finger** will control the **J** and **H** keys.
- The **left middle finger** will control the **D** key, the **right middle finger** will control the **K** key
- The **left ring finger** will control the **S** key, the **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  
LFRFMFIF IF IF IFMFRFLF



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

### Day 1

aaa aaa aaa ;;; ;;; ;;;  
sss sss sss lll lll lll

### Day 2

ddd ddd ddd kkk kkk kkk  
fff fff fff jjj jjj jjj

**Day 3**

ggg ggg ggg hhh hhh hhh

ggg hhh fff jjj ddd kkk sss lll aaa ;;;

**Day 4**

asdfghjkl; asdfghjkl; asdfghjkl;

a;sldkfjgh a;sldkfjgh a;sldkfjgh

**Day 5**

ghfjdksla; ghfjdksla; ghfjdksla;

asa asa ada ada afa afa aga aga aha aha aja aja aka aka

ala ala

**Day 6**

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

Day 7

s;s s;s d;d d;d l;l l;l lk1 lk1 lj1 lj1 lh1 lh1 lg1

lg1 lf1 lf1 ld1 ld1 ls1 ls1 la1 la1

dad dad dsd dsd dfd dfd dgd dgd dh1 dh1 dkd dkd dld

dld

Lesson 3 : Shift + Home Row Keys Practice

**Day 8**

:”AFSK” LKSDF ‘A;DKF JSKLG KDLKF JGKSL LSGJFK

GHDLS

LDKJS ;FJGH HFJSJ GJHK’L ;LDKJGH JDKA;L FJKA;

GJDL DKLS

**Day 9**

JFF;’A S;’’;DG KFJSK ;LSJD JFSK JDFK; KSDLK

‘LKSJD FJKS;A

DJKA;L DJAK; DJFKSL DKJG;K FGJDLKS; DJSKD

GJKD;L

**Day 10**

JKD;L JKD;DG JGKD;A FJKD; FGKDA;

DKFJDKA; FGJDKA; FJKDA;F

Lesson 4 : Upper Row Keys Practice

Day 11

uru urrr uu rru urrrr ruur rruu rr rrrr uuuu rruu  
eii eeieiii eiee ieiei ieii eeie ieeiei

Day 12

www woow oowooo wow ooww wwwo ooo oww owooo wwww  
ppppq pq qq pqp pqp pppp pppq pppq qqqq qp qppq

Day 13

oper unipq powrr poriq uiwp oruwip piwru iruwi  
qwerty poiuy eowep tyui type topper eiowpq tyuwip

Day 14

Irueiqp iqpeiru pieur pieuq piru peiru iweuri  
ieopqeiurq peeurip uniopqwer trewuiiop oiurey yreoqp

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Lesson 5 : Shift + Upper Row Keys Practice

Day 15

URUURRR UURRU[ ]URRRR R[UUR] RRUU[ RRR RRRR UUUU RRUR

EII EEIEIIIE EIEE IE IEI IEI II OWW EEEI IEE IEI IEIE

WWW WOOW

Day 16

OOWWOOOO WOW OOWW WWO OOO OWOOO WWOWO PQPPQPPQ

QQ PQP PQP PQPQQ PQQP QQQQ QP QPPQ OPER UIQP POWRR

PORIQ

Day 17

UIWP ORUWIQ PIEWRU IRUWI QWERTY POIUUY EOWEP TYUI TYPE

TOPPER EIOWPQ TYUWIP IRUEIQP

Day 18

IQPEIRU PIEUR PIEUQ PIRU PEIRU IWEURI IEOPQEIRUQ

PEEURIP UIOPQWER TREWUIIOP OIUREY



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

Day 19 To Day 23

[5 Days]

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

Day 24

zxcv/.,mn nvm,z. zvnvc ncmx,.z/

vmx.z bcncm,z .c,vmnc cmz,.z,cvm ncmz,..

Day 25

m,zxm nvnm /zmc,.x vm,z.c/ cvm,z.,

mc,z.c vnmc,x nm,.c/ bcnmz, xncmz

Day 26

c,mvz vmz/.c cxvcnmc bxnmz,cz m/

.,nm,v cv,c.vb.z/c mx,z.cb mc,;cl cmlc;b

Day 27

bnzcm. Mccccx./ vmc,.zc vmm,z.c, vmc,.c,

vmb,nnvmc m.z,cvm mc,xcmvb

Day 28

nnvm vm..z,zzx/vb bmc,z,cv cm.,

Day 29

vvnc. /cm,vmmn, vnzcmn. /c.v,cncvm vn,c,c

Lesson 8 : Shift Keys + Bottom-Row Keys Practice

Day 30

ZXCV<<?MN NVM>Z< ZVNVC NCMX?>><Z VMX<Z BCNCM<Z <C<VMNC

Day 31

CNMZ<<Z<CVM NCMZ<<< M<ZXM NVNVN ?ZMC<<X VM<Z<C?

Day 32

CVM<Z<< MC<Z<C VNMC<X NM<<C? BCNZMZ< XNCMZM<  
C<MVNZ

Day 33

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<

Day 34

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

Day 35 TO Day 39

[5 days]

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

Day 40

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

Day 41

99999 992292 9922 92292 22 001 110 1010 001 000 01  
1000 1011

111 100 10 11000 1256689 73059 9587790 735049 58784  
75505

Day 42

79308 485670 484840 -40=905958 78410=1- 91478 7528-4  
91=4-04

=00588 87984 -4103=

Day 43

`-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

Day 44

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

Day 45

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

Day 46

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

Day 47

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

Day 48

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

Lesson 12 : Paragraph Practice

Day 49 To 50

[2 Days]

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 Jainulabdeen, 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.

**Day 51 To 52**  
**[2 Days]**

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 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.



**Day 53 To 54**  
**[2 Days]**

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.

Day 55 To 56  
[2 Days]

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 *sammāsam buddha*, Sanskrit *samyaksaṃ buddha*) of our age. Gautama taught a Middle Way between sensual indulgence and the severe asceticism found in the śramaṇa 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

Day 57 To Days 58

[2 Days]

Dated: 12th march, 2021

To,  
The Principal  
Miranda House  
Delhi University

Sub : Leave Application.

Dear Sir,

With due respect I beg to say that I HAIDER ALAM, who is a student of 3rd Year, B.C.A (P) in your college was absent from 22nd Feb. to 2nd march 2021 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  
HAIDER ALAM

Day 59 To Days 60

[2 Days]

**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