

SPEED COMPUTER

In addition with above make the practice of Carriage Return Lever, Back Spacer, Tabulator, Margin Release Key and Shift Keys.

Exercise 1.

asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh

Exercise 2.

ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH

Exercise 3.

Add	As	Ha	Gas	Hag
Ask	Ass	Fall	Fad	Flag
All	Lad	Lag	Dash	Data
Gash	Jag	Gag	Gola	Gall
Flash	Glass	Sad	Hall	Hash
Half	Flask	Agg	Kala	Lash
Shall	Shah	Kaka	Shad	Dalal

Exercise 4.

qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy

Exercise 5.

QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY

Exercise 6.

To	Tie	Too	Tope	Tot
Toy	Tri	Tree	True	Tour
Rope	Row	Rat	Out	Pity
Porter	Poor	Pope	Poppet	Port
Upper	Trip	Towel	Worry	Roop
Rooty	Root	Repute	Power	Peep
Yellow	Queen	Queen	Quite	Quiet

Exercise 7.

zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn
zxcvb	-. ,mn	zxcvb	-. ,mn

Exercise 8.

ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN
ZXCVB	3 / 4. ?MN	ZXCVB	3 / 4. ?MN

Exercise 9.

Fox	Wax	Zoo	Ooz	Zip
Zax	Siz	Lozy	Cozy	Razer
Zeal	Maze	Zulum	Zinky	Zone
Zebra	Van	Xmas	Sun	Vain
Elbow	Come	Aunt	Zero	Model
Visit	Zigzag	Volume	Moon	Bombay
Zoology	Xerasia	Vulture	Victoria	Zamindar

Exercise 10.

12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876

24 | Type

12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876

Exercise 11.

*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -
*" % @ £	) (' } -	*" % @ £	) (' } -

Exercise 12.

09	434	1,000	38,709	4,67,509
18	606	7,735	12,445	0,40,001
20	905	1,496	57,799	1,51,321
24	345	8,160	11,333	0,89,745
39	234	5,679	69,958	6,49,654
50	405	9,905	70,080	8,09,805
69	708	9,731	40,310	1,42,309

Exercise 13.

(1) Quaint	Grumble	Frequent	Question	Grammarian
(2) Query	Flavour	Baldrick	Auxiliary	Industrial
(3) Knives	Quietly	Graduate	Aeroplane	Zoological
(4) Thumb	Credits	Labourer	Knowledge	Obediently
(5) Indigo	Boycott	Quotient	Xylograph	Resolution
(6) Raging	Horizen	Judicial	Zoography	Typewriter
(7) Cheque	Maximum	Electric	Sentiment	Stenograph

Exercise 14.

Absolute	Ceiling	Defamation	Election
Abstract	Censure	Deficit budget	Emergency
Abundant	Chairman	Default	Employer
Academic	Chancellor	Demotion	Encloser
Academy	Charactor	Deputation	Encroachment
Access	Charge	Diploma	Epidemic
Accede	Circular	Designation	Evaluation

Exercise 15.

Factory	Gellery	Heredity	Illegeble
Faculty	Gazetted	Highway	Immediate
Family	General	Homage	Impartial
Federation	Governor	Honourable	Immediate
Feudalism	Gratis	Honorary	Implementation
Fictitious claim	Gratuity	Hostile	Imprisonment
Fidelity bond	Gradation	Host	Incidental

Exercise 16.

Journalism	Laborary	Magistrate	National
Journalist	Labour	Malpractice	Nationalisation
Judgement	Landmark	Maintinance	Navigation
Jubilee	Ledger	Manifesto	Nearest
Judicial	Legislative	Manipulation	Necessary
Jurisdiction	Litigation	Manuscript	Negligence
Justice	Livelihood	Maximum	Nepotism

Exercise 17.

Obscene	Pamphlet	Quack	Rationalisation
Occupation	Paramount	Quadrangle	Reciprocal
Oligarchy	Parliamentary	Quadrant	Recognition
Operation	Passport	Quadruped	Record
Ordinance	Peacefull	Quarantine	Rectification
Organiser	Pensionable	Questionnaire	Reversion
Overhead	Personal	Quoreem	Reasonable

Exercise 18.

Sabotage	Technical	Unconfirmed	Vacancy
Sageguard	Temporary	Uncontested	Vacation
Schedule	Terminogy	Undertaking	Vehicle
Scrutiny	Tourism	Unified	Vague
Secretariat	Transfer	Urban area	Valid
Standard	Transmission	Upton	Valuation
Suspension	Tribunal	Under age	Vacotion

Exercise 19.

$15 + 15 = 30$	$30 + 30 = 60$	$35 + 15 = 50$	$60 + 10 = 70$
$10 + 20 = 30$	$40 + 20 = 60$	$30 + 20 = 50$	$40 + 30 = 70$
$90 - 10 = 80$	$60 - 30 = 30$	$85 - 25 = 60$	$35 - 10 = 25$
$80 - 20 = 60$	$70 - 35 = 35$	$90 - 40 = 50$	$65 - 10 = 55$
$15 \times 02 = 30$	$20 \times 04 = 80$	$18 \times 02 = 36$	$15 \times 04 = 06$
$05 \times 12 = 60$	$30 \times 03 = 90$	$16 \times 02 = 32$	$13 \times 03 = 39$
$88 \div 02 = 44$	$55 \div 05 = 11$	$10 \div 02 = 05$	$90 \div 02 = 45$
$40 \div 04 = 10$	$60 \div 03 = 20$	$35 \div 05 = 07$	$45 \div 09 = 05$

Exercise 20.

1. Art is long and time is fleeting. —Longfellow
2. A thing of beauty is a joy for ever. —Keats
3. The greatest remedy for anger is delay. —Seneca
4. The beginning of all things are small.
—Cicero, De Finibus
5. Choose an suther as you choose a friend.
—Rescommon
6. Strong reasons make for strong actions.
—Shakespeare, King John
7. One boy is more trouble than a dozen girls.
—English Proverb
8. Behind an able man three are always other able men.
—Chinese Proverb
9. Business today consists is persuading crowds.
—Gerald Stately, Lee
10. Business is like oil, it on'wt mix with anything but business.
—J. Graham
11. To know how to dissemble is the knowledge of kings.
—Richelieu
12. In youth the days are short and the years are long, in old age the years are short and the days long.
—Panin
13. Animals are such agreeable friends, they ask no questions pass no criticism.
—George Elliot
14. Character building begins in your infancy and continues until death.
—Mrs. F.D. Roosevelt
15. Wealth, power and efficiency are the appurtenances of life and not life itself.
—S. Radhakrishnan
16. The banker is a man who lends you an umbrella when the weather is fair and takes it away when it rains.
—Anon
17. Be courteous to all but intimate with few, and let those few be well tried you give them your confidence.
—Washington

SPEED COMPUTER EDUCATION, SITAMARHI

पता—सूर्य मंदिर कैम्पस, मथुरा हाई स्कूल रोड, रिंग बाँध, सीतामढ़ी

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