WORD PROCESSING AND KEYBOARDING SKILLS RELAY WORKSHEET 1

Relay instructions: Even though this is meant to be a fun contest, you still must be careful when using the computers. Any roughness or carelessness will not be tolerated. Your job will be to follow the instructions attached to your number. You must sit completely in the chair and then type. Then stand up and move as quickly and carefully as possible so that the next student can complete his/her work.

Person #1. Type the following: The cow jumped

#2. Type the following on the same line: over the moon.

#3. Bold the word "the" in the preceding sentence.

#4. Underline the word "cow" in the sentence.

#5. Italicize the word "jumped" in the sentence.

#6. Capitalize all letters of the word "over"

#7. Change the font size of the word "the"

#8. Change the font type of the word "moon"

#9. Correct all mistakes.

#10. Print the sentence and hand it to the teacher.

WORD PROCESSING AND KEYBOARDING SKILLS RELAY WORKSHEET 2

Relay instructions: Even though this is meant to be a fun contest, you still must be careful when using the computers. Any roughness or carelessness will not be tolerated. Your job will be to follow the instructions attached to your number. You must sit completely in the chair and then type. Then stand up and move as quickly and carefully as possible so that the next student can complete his/her work.

Person #1

Type the following: "The dog ran"

#2. Bold the word "dog" in the preceding line.

#3. Capitalize all letters of the words "the" and "the"

#4. Type the following on the same line: "away on the spoon."

#5. Underline the word "spoon" and change "on" to be "with".

#6. Italicize the word "ran" and change "dog" to be "dish" but still bolded.

#7. Change the font size of the word "with" and add "yesterday." to the end of the sentence (don't forget about the old period).

#8. Change the font type of the word "away" and change yesterday to be "last week."

#9. Correct all mistakes.

#10. Print the sentence and hand it to the teacher.

Answers:
Worksheet 1:

The <u>cow</u> *jumped* OVER **the** moon.
*Note "the" can be any font size but the default, and "moon" can be any font type but the default.

Worksheet 2:

THE **dish** *ran away* with THE <u>spoon</u> last week.
*Note "with" can be any font size but the default, and "away" can be any font type but the default.