

KEYBOARDING

Alphabet Review Activity



Instructions: Use the following drill to review your keyboard alphabet. Put your name and period in as a header. Set the vertical spacing for double spacing. Set a center tab at 3.2 and a right tab at 6.3. Capitalize each of the three column headings, bold them, and begin the first heading against the left margin. Complete each column with one word beginning with each letter of the alphabet that relates to the appropriate category. Save the activity as ALPHA and print. Below is an example of the first three letters of the alphabet.

BOYS' NAMES

GIRLS' NAMES

ANIMALS

Arnold

Alice

Alligator

Bubba

Beatrice

Beetle

Calvin

Carly

Cat