

Student Typing Routine Part 1 Set-Up

Step 1: Open Mavis Beacon Teaches Typing

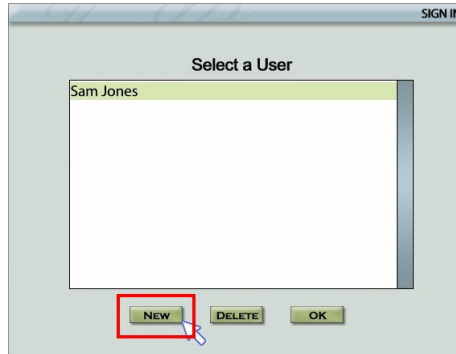
Step 2: Select New User

Click on the [New] Button



Remember

Always select [New], even if your name is available from a previous lesson.



Step 3: Fill in Registration Page

Type [Your Name (Lesson #)]



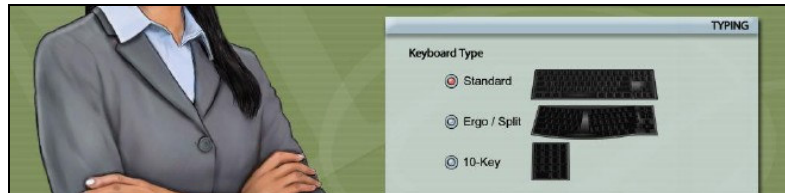
Like This

Name
Jordan Hill L2

Select a Language



Choose your Keyboard Type

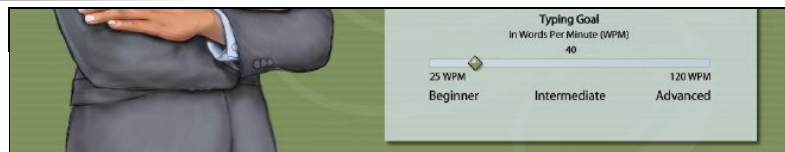


Set Your Typing Goal



Reach Your Goal?

If you reach your typing goal, increase your Words Per Minute (WPM) value by 5.



Step 4: Click [OK] to Finish Set-Up



Step 5: Select Your Name

Click on Your Name in the Box and then Click on [OK]

Get ready for Part 2 of your Student Typing Routine.



Student Typing Routine Part 2

Test Typing Level & Start Lesson

Step 1: Take a Lesson

Click on the [Take a Lesson]



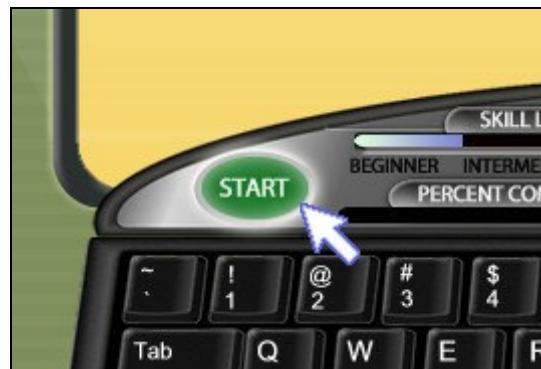
Step 2: Test my Typing Level

Click on [Test My Typing Level]



Step 3: Start Typing Test

Click on the [Start] button



Step 4: Start Typing Test

Type the letter of each word, number, symbol, or space.



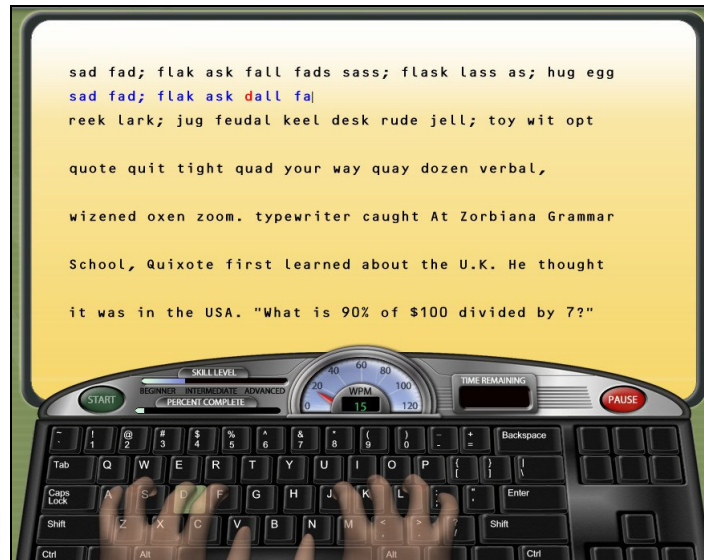
Remember

Watch the figures on the keyboard in the screen to learn how to type each letter correctly.

Correct typing will show up as blue text.

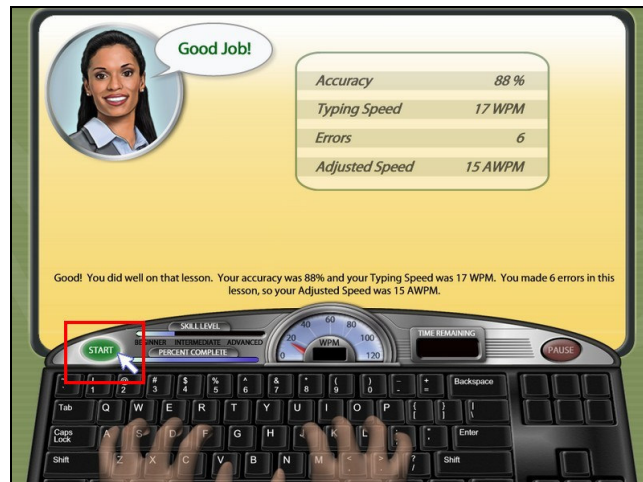
Errors will show up as red text.

Keep typing until Mavis gives you your typing level results.



Step 5: View Typing Results

After Mavis gives you your typing results, you can Click on the [Start] button to begin your lesson.



Step 6: Start Typing Lesson

Read and follow Mavis's directions closely, then Click the [Start] button again to enter your lesson.

