



. SCOPE & SEQUENCE .

Good and Beautiful Typing teaches all the letters, numbers, keys, and special characters shown here, categorized by the level where the key is first taught. Each new key will continue to be practiced throughout the course, building on what the student has already learned. The course also teaches the fundamentals of typing, including proper posture and hand placement, how to use a mouse, and the home row and anchor keys on the keyboard.

Level 1: Australia/Oceania

- Home Row & Anchor Keys
- F & J
- A
- S
- Backspace/Delete
- D
- Space Bar
- G
- H

Level 2: North America

- K
- L
- Enter/Return
- E
- Shift Keys
- T
- R
- I
- O

Level 3: Africa

- N
- C
- Period [.]
- Comma [,]
- M
- Y
- P
- B

Level 4: Europe

- U
- Q
- W
- X
- Z
- V
- Question Mark [?]
- I
- Exclamation Point [!]

Level 5: South America

- Apostrophe [']
- 2
- At Symbol [@]
- 3
- Number Sign [#]
- 4
- Dollar Sign [\$]
- Forward Slash [/]

Level 6: Asia

- 5
- Percent Sign [%]
- 6
- 7
- Ampersand [&]
- Quotation Mark ["]
- Caps Lock
- 8

Level 7: Antarctica

- Asterisk [*]
- 9
- 0
- Parentheses [()]
- Semicolon [;]
- Colon [:]
- Equal Sign [=]
- Plus Sign [+]
- Hyphen [-]