



## IMPROVE YOUR TYPING SKILLS

Learning to type more accurately and quickly can help you complete your work faster and more easily. Here's how.

- 1. Get in position.** Set your computer on a desk or table. Sit up straight in a chair with your screen about 15 to 25 inches away from your face. Let your hands rest on the keyboard, with your arms bent at the elbows.
- 2. Focus on your fingers.** Start with your left pointer finger on the F key and your right pointer on the J key. Then let your other fingers fall on the D, S, and A for the left hand and K, L, and the semicolon for the right hand. Rest both thumbs on the space bar. This position will allow you to easily reach all the keys on the board.
- 3. Practice.** Start by typing out things you know well, like lyrics to a favorite song or the lines of a poem. Focus on accuracy first. You'll get faster with experience. As you get more comfortable, try to type without looking at the keyboard. You can even lay a small hand towel over your hands to keep you from peeking.



**FUN FACT**  
One of the oldest existing bookmarks dates back to the 6th century and was made of ornamental leather.

## Make an animal bookmark

### What you need

- Colored duct tape
- Sheet of wax paper
- Sharp scissors
- Pencil
- Permanent marker
- Pinking shears (optional)
- Circular items for tracing, such as a quarter

### Instructions

1. Cut a piece of duct tape about 8 inches long. Stick it to the wax paper. Cut a second piece of tape of the same length. Flip the wax paper over and stick the second piece to the wax paper, making sure it lines up with the tape on the other side. Trim away extra wax paper.
2. Draw onto the duct tape any shapes that will be at the top and bottom of your bookmark, such as the bunny's ears, the branches on the sloth's tree, and arms, legs, and tails. Use scissors to trim around these parts.
3. Create shapes, such as the zebra's snout and stripes, the dog's ears, and the sloth's face. Cut and place a piece of duct tape on another piece of wax paper. Draw the desired shapes onto the duct tape. Cut out the shapes. For each shape, pull the wax paper away and place the shape onto your bookmark.
4. Use permanent marker to draw eyes, a mouth, a nose, fingers, and toes.
5. For the lion's mane, place duct tape on the wax paper. Draw a circle on the tape and cut it out with pinking shears. Pull the wax paper away and place mane on the bookmark. Make the lion's face by tracing a smaller circle on a piece of duct tape on wax paper. Remove wax paper and place face in the center of the mane.



## ECO TIP OF THE WEEK BUY PRODUCTS WITH LESS PACKAGING

You may notice that most things you buy come in packaging that immediately gets thrown away. This can be harmful to the environment because packaging uses up natural resources and fills landfills. One way you can cut down on this waste is to choose products that have less or no packaging. At the grocery store, you and your family can bring reusable bags to collect fruits and vegetables instead of buying produce pre-wrapped in plastic. When shopping for other products, compare packaging. For example, you could buy bar soap that comes in a cardboard box, which is biodegradable (able to break down), instead of a plastic bottle of liquid soap.



**Bring reusable shopping bags to the store.**