

Keyboarding fun!

Punctuation and Spacing in
Keyboarding

1

[Spacing and Punctuation Notes](#)

Click the above link to review some rules about punctuation and spacing in keyboarding.

Note: When you click the link, scroll down to “**Basic Rules of Transcription**” and review the section called “**Spacing With Punctuation Marks**”.

2

<http://www.quia.com/rr/1220.html>

When you have reviewed the rules, click to the following link and play the game found there:

How much “money” did you make?

When you finish this activity....

- Send an email to the mrhscomputer account
- Subject: ITC – Punctuation and Spacing Activity
- In the body of the message, tell me how much money you made in the web activity