**Type capital and lowercase letters**

1. Review alphabet with students orally, and by way of looking at large keyboard and have students come up to touch the letters.

2. Open word processor, model typing capital letters. Test with **a** to ensure all students are ready to type.

3. Remind students that there are two forms of every letter in the alphabet, and that computers can make them. Let students know that their goal today is to type their letters of the alphabet in pairs, capital & lower case, in order (Aa Bb Cc Dd…), and that they will use a special key, the **shift** **key**, to make the capital letters. Remind students to use the **backspace key** to delete.

4. Walk students through opening the student template on making capital and lowercase letters.

5. Print their final document or save it to their portfolio.