

# SUCCESS PLUS INSTITUTE

## Success Plus Institute

Rampura Phul 7009928507

ਪੰਜਾਬੀ, ENGLISH  
ਟਾਈਪਿੰਗ ਸਿੱਖੋ

Shortcut to  
Learn

ਗਵੀ  
FONTS  
Punjabi Typing

ਡਾਟਾ ਐਂਟਰੀ ਕੋਰਸ

ISO CERTIFIED

ਬੇਸਿਕ ਕੰਪਿਊਟਰ ਕੋਰਸ

ਦਫ਼ਤਰੀ ਕੰਪਿਊਟਰ ਕੰਮ  
ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਇਵੇਟ

ਟਾਈਪ ਟੈਸਟਾਂ

ਦੀ ਤਿਆਰੀ ਕਰਵਾਈ ਜਾਂਦੀ ਹੈ।



### SUCCESS PLUS

(An ISO 9001-2015 Certified Institute)

Opposite Bharatiya Model Sr. Sec., School, RAMPURA PHUL

M: 98146-70023, 96462-02035

Free Typing For All Punjab Govt. Exams

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## Exercise 1

**Make At Least Hunderer lines of the Following**

a s d f g ; l k j h    a s d f g ; l k j h    a s d f g ; l k j h  
a s d f g ; l k j h    a s d f g ; l k j h    a s d f g ; l k j h

## Exercise 2

**Make At Least 4 lines of the Following**

lad    lad    lad    lad    lad    lad    lad    lad    lad    lad    lad  
jag    jag    jag    jag    jag    jag    jag    jag    jag    jag    jag  
all    all    all    all    all    all    all    all    all    all    all  
lass    lass    lass    lass    lass    lass    lass    lass    lass    lass    lass  
flag    flag    flag    flag    flag    flag    flag    flag    flag    flag    flag  
ask    ask    ask    ask    ask    ask    ask    ask    ask    ask    ask  
has    has    has    has    has    has    has    has    has    has    has  
flash    flash    flash    flash    flash    flash    flash    flash    flash    flash    flash  
fall    fall    fall    fall    fall    fall    fall    fall    fall    fall    fall  
lakh    lakh    lakh    lakh    lakh    lakh    lakh    lakh    lakh    lakh    lakh

## Exercise 3

glad glad glad glad glad glad glad glad  
glass glass glass glass glass glass glass glass  
flag flag flag flag flag flag flag flag  
salad salad salad salad salad salad salad salad  
shall shall shall shall shall shall shall shall  
dash dash dash dash dash dash dash dash  
had had had had had had had had  
lag lag lag lag lag lag lag lag  
fail fail fail fail fail fail fail fail  
lakh lakh lakh lakh lakh lakh lakh lakh  
half half half half half half half half  
glad glad glad glad glad glad glad glad

## Exercise 4

**Make At Least Hundrer lines of the Following**

q w e r t   p o i u y            q w e r t   p o i u y

q w e r t   p o i u y            q w e r t   p o i u y

## Exercise 5

**Make At Least 4 lines of the Following**

wise        wise        wise        wise        wise        wise        wise

fly        fly        fly        fly        fly        fly        fly

ugly        ugly        ugly        ugly        ugly        ugly        ugly

quail        quail        quail        quail        quail        quail        quail

post        post        post        post        post        post        post

tap        tap        tap        tap        tap        tap        tap

yak        yak        yak        yak        yak        yak        yak

alert        alert        alert        alert        alert        alert        alert

offer        offer        offer        offer        offer        offer        offer

idiot        idiot        idiot        idiot        idiot        idiot        idiot

park        park        park        park        park        park        park

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great great great great great great great great  
that that that that that that that that  
would would would would would would would would  
wife wife wife wife wife wife wife wife  
differ differ differ differ differ differ differ differ  
large large large large large large large large  
style style style style style style style style  
yield yield yield yield yield yield yield yield  
right right right right right right right right  
eagle eagle eagle eagle eagle eagle eagle eagle  
towel towel towel towel towel towel towel towel  
early early early early early early early early  
whose whose whose whose whose whose whose whose  
judge judge judge judge judge judge judge judge  
their their their their their their their their

## Make At Least Hundrer lines of the Following

z x c v b / . , m n

z x c v b / . , m n

z x c v b / . , m n

z x c v b / . , m n

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## Exercise

### Make At Least 4 lines of the Following

mile mile mile mile mile mile mile mile

cabin cabin cabin cabin cabin cabin cabin cabin

nickel nickle nickle nickle nickle nickle nickle nickle

zila zila zila zila zila zila zila zila

boxing boxing boxing boxing boxing boxing boxing boxing

fox fox fox fox fox fox fox fox

veto veto veto veto veto veto veto veto

vacant vacant vacant vacant vacant vacant vacant

## Make At Least 4 lines of the Following

lamb lamb lamb lamb lamb lamb lamb lamb  
quick quick quick quick quick quick quick quick  
blow blow blow blow blow blow blow blow  
hint hint hint hint hint hint hint hint  
screen screen screen screen screen screen screen screen  
mike mike mike mike mike mike mike mike  
fickle fickle fickle fickle fickle fickle fickle fickle  
zebra zebra zebra zebra zebra zebra zebra zebra  
valley valley valley valley valley valley valley valley  
drizzle drizzle drizzle drizzle drizzle drizzle drizzle drizzle  
number number number number number number number  
humble humble humble humble humble humble  
news news news news news news news news  
values values values values values values values values



## Make At Least 4 lines of the Following

lock lock lock lock lock lock lock lock  
chart chart chart chart chart chart chart chart  
sixth sixth sixth sixth sixth sixth sixth sixth  
knees knees knees knees knees knees knees knees  
spaces spaces spaces spaces spaces spaces spaces spaces  
liable liable liable liable liable liable liable liable  
charity charity charity charity charity charity charity  
peculiar peculiar peculiar peculiar peculiar peculiar peculiar  
exactly exactly exactly exactly exactly exactly exactly exactly  
major major major major major major major major  
chase chase chase chase chase chase chase chase  
zenith zenith zenith zenith zenith zenith zenith zenith  
narooow narooow narooow narooow narooow narooow narooow narooow  
body body body body body body body body

## Make At Least 4 lines of the Following

define purpose laziness maps defects prison spaces some

define purpose laziness maps defects prison spaces some

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define purpose laziness maps defects prison spaces some

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define purpose laziness maps defects prison spaces some

define purpose laziness maps defects prison spaces some

define purpose laziness maps defects prison spaces some

define purpose laziness maps defects prison spaces some

define purpose laziness maps defects prison spaces some

a b c d e f g h i j k l m n o p q r s t u v w x y z

a b c d e f g h i j k l m n o p q r s t u v w x y z

a b c d e f g h i j k l m n o p q r s t u v w x y z

a b c d e f g h i j k l m n o p q r s t u v w x y z

# Shift Keys

TYPE THE FOLLOWING TEN TIMES :-

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A b C d E f G h I j k L M n O p Q r S t U v W x Y z

A b C d E f G h I j k L M n O p Q r S t U v W x Y z

A b C d E f G h I j k L M n O p Q r S t U v W x Y z

A b C d E f G h I j k L M n O p Q r S t U v W x Y z

A b C d E f G h I j k L M n O p Q r S t U v W x Y z

**Type the following ten times :-**

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

Z y X w V u T s R q P o N m L k J i H g F e D c B a

## TYPE THE FOLLOWING TEN TIMES :-

All Bank Dam Eye Fox Glow Half Idle Jack Key Lass Mind  
New Oven Peg Quay Road Sir Tick Van Wolf X-ray Yak

## Type the following ten times :-

Alexander British Calcutta Dharminder Europe Falkland  
Ganges Hillary India Johnson Kabir Lincoln  
Manchester Nanak Oxford Panama Quetta Remington  
Switzerland Tundra United Nations Venus Washington  
Xanthippe Yule Zulu

- The Quick Brown Fox Jumps Over The Lazy Dog
- The Quick Brown Fox Jumps Over The Lazy Dog

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1. **A bird in the hand is worth two in the bush.**
2. **Caught between a rock and a hard place.**
3. **Closing the barn door after the horse escapes.**
4. **Do I look like a turnip that just fell off the turnip truck?**

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5. Don't count your chickens before they hatch.
6. Don't make a mountain out of a molehill.
7. Friends are flowers in the garden of life.
8. The grass is always greener on the other side.
9. Just staying one day ahead of yesterday.
10. Lie down with dogs and wake up with fleas.
11. The sharper the berry, the sweeter the wine.
12. The squeaky wheel gets the grease.
13. The stronger the breeze the stronger the trees.
14. The way to a man's heart is through his stomach.
15. A weed is no more than a flower in disguise.
16. We'll cross that bridge when we come to it.
17. You can lead a horse to water but you can't make him drink.
18. You can't teach an old dog new tricks.
19. All work and no play robs one of some fun in life.
20. Your car is out of date as soon as it is paid for.

## SENTENCES:

1. Please take your dog, Cali, out for a walk – he really needs some exercise!
2. What a beautiful day it is on the beach, here in beautiful and sunny Hawaii.
3. Rex Quinfrey, a renowned scientist, created plans for an invisibility machine.

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4. Do you know why all those chemicals are so hazardous to the environment?
5. You never did tell me how many copper pennies were in that jar; how come?
6. Max Joykner sneakily drove his car around every corner looking for his dog.
7. The two boys collected twigs outside, for over an hour, in the freezing cold!
8. When do you think they will get back from their adventure in Cairo, Egypt?
9. Trixie and Veronica, our two cats, just love to play with their pink ball of yarn.
10. We climbed to the top of the mountain in just under two hours; isn't that great?
11. Hector quizzed Mr. Vexife for two hours, but he was unable to get any information.
12. I have three things to do today: wash my car, call my mother, and feed my dog.
13. Xavier Puvre counted eighty large boxes and sixteen small boxes stacked outside.
14. The Reckson family decided to go to an amusement park on Wednesday.
15. That herd of bison seems to be moving quickly; does that seem normal to you?
16. All the grandfather clocks in that store were set at exactly 3 o'clock.
17. There are so many places to go in Europe for a vacation--Paris, Rome, Prague, etc.
18. Those diamonds and rubies will make a beautiful piece of jewelry.



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19. The steamboats seemed to float down the Mississippi River at a snail's pace.
20. In order to keep up at that pace, Zack Squeve would have to work all night.

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ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਇਵੇਟ  
ਟਾਈਪ ਟੈਸਟਾਂ  
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