

Challenge!

Easy Keyboarding Drills

8th Canadian Edition

Part 3

This is an opportunity to exchange ideas.

Ivy Chau demonstrated the new 2-2-8 software.

The new technique will increase the production speed.

This is the 59th B-school without a dean.

D'Cruz, 52, led a \$27-million capital campaign.

Not everyone will agree with everything you want to do.

The meeting will be at the Staeger-Manton Hotel on May 1 - 2.

That country is our No. 2 trading partner.

She has put a \$90-million offer on the 70%-empty midtown building.

This is a fraction of its construction cost.

The 6-year-old Chicago tower was built for \$125 million.

The country singer has been cutting records since 1985.

Call the 800 number and, for \$39.95, order two CDs and a DVD.

The \$115-million arena will open in the fall of 2012.

Industry has had to increase its overseas R&D spending.

In the first six months of this year, the company's sales fell 20%.

They have an in-depth understanding of the situation.

They were given a Total Quality Award [TQA].

Here are the 2010-12 budget figures.

This is a new product from South Africa.

We are reviewing the California electric-car mandate.

The event will take place on July 19 in Brandon, MB.

Business investment averaged 11% of GDP (gross domestic product).

The Italian and German economies are still "sluggish."

Rates on 10-year bonds in Japan have risen.

Ramjit Singh was appointed to the Board of Directors of SMJP.

The 10% surtax applies to income over \$100,000.

You can get an interest-free loan from the government.

She paid off part of the mortgage.

His intention is to move the franchise to Banff, AB.

Where will job growth be the fastest?

On April 5, the Dow surged 82 points.

The economy generated 208 000 jobs per month during the last quarter.

The production index rose to 64% – the highest level in six years.

Is there a conflict of interest?

The company faces a major shareholder suit, doesn't it?

The data transfer rate is slow at 450 Kbytes/sec.

The theme park is facing opposition from KQMP.

The dealer specializes in 19th-century goldwork.

We recommend that you buy from someone who has a good reputation.

Many of our suppliers needed access to the database.

She talked about the influence of the Internet in third-world countries.

The English Channel tunnel opened in 1995.

Eisner and Harris negotiated a new seven-year deal.

We decided to take a direct flight to Vietnam on May 18.

The company might accede to being bought out – at the right price.

The company's cash flow dropped to \$12 million in 2009.

OPEC has refused to increase its production.

It is maintaining its 24.5 million-barrel-a-day quota.

The airline has cut its prices to Europe and Asia.

We can expect airfares to South America to drop soon.

Is the new fare \$295 each way?

Their company was involved in the Biosphere 2 project.

The government blocked exports of trucks to Iran and Afghanistan.

Exporters want requests processed within 30 days.

We are selling telecoms technology to former Soviet Bloc countries.

He thinks it's a difficult issue: I'm not so sure.

There was just one problem: the foreign policy.

June 25 is the deadline for MFN renewal.

She will travel to Athens [Greece] later this year – September 9, I think.

Our market has expanded to include Austria, Belgium, and Denmark.

The sites for the new Mega 4 complex were Montreal and Halifax.

I will visit Parretti in Italy next month.

He blames the 2010 loss on Europe's weak economies.

French law limits an investigation to six months.

That country is moving toward a true free-market economy.

The delay will cost the company \$146 million in lost revenue.

The bad news has trimmed the company's stock price by about 5%.

The 20-year contract was cancelled last month.

The 42-year-old Mexican president is a very intelligent woman.

Airbus A380 is a twin-deck, four-aisle airliner.

You can now book an office-style guest room for an additional \$15.

More executives than ever (58%) are working in their hotel rooms.

Call 1-877-244-1234.

It is a productive and cost-conscious company.

Take the Piccadilly Line to central London (about 45 minutes).

Ticket prices range from \$1 to \$8, depending on the city.

I paid \$15.49, plus GST, for that product.

Take the shuttle from Charles de Gaulle airport to Roissy Rail Station.

You can go directly from your plane to the RAI Convention Center.

You can also go directly to Rotterdam and The Hague.

Take the S-Bahn No. 7 to the Hauptbahnhof in Dusseldorf (13 mins.).

Take the moving sidewalks to the RENFE train.

It costs 12 000 bhats.

This is optimized for 1024 x 768 screen resolution.

You must stay at the Royal Orchid hotel in Bangkok.

You can display short messages, stock quotes, and news flashes.

I suggest you use the "/".

He said that Vietnam was the "hottest emerging market in S.E. Asia."

We filed routing applications to Ho Chi Minh City (formerly Saigon).

We have frequent-flyer tie-ins with Canadian carriers.

The A380F Freighter carries 330 000 lbs/150 tonnes.

That tonnage is flown over 5 600 nm/10 400 km.

"We expect to achieve ISO 14001 shortly," said Sylvia Qwan.

Investment in high-technology items accounted for 40% of the growth.

It costs \$1 680 economy class and \$3 960 business class.

We used to buy graphite in the \$24- to \$27-a-pound range.

The label showed SKU #123-7654.

Click on the appropriate drive (C: or E:).

Are you sure you want to continue?

The document was modified on 02/11/10 10:06:20 a.m. – Is that February 11 or November 2?

Game #8754 will be shipped next week via Xpresspost.

We use PageXtra 6.5 to prepare PPASS News.

How do I start the program?

At the C:\> prompt, key WIN.

Obtain a hard copy [paper copy] of their documents.

The book showed the command as Alt + Tab.

Corporate profits are going to remain dismal for quite a long time.

The Shanghai Stock Exchange increased by 30% last year!

Pierre is the owner of a weaving company in France.

The two-tone lace is made in Mauritius or Korea according to Araujo.

The company has purchased a large tract of land near Buenos Aires.

The Argentine developer buys state properties and redevelops them.

Istanbul is much larger than most bourses in Asia and Latin America.

Allen & Masters is a leading manufacturer of garden products.

That company marketed the first on-line database.

The 5th session of the 37th Parliament was dissolved Sept. 19, 1993.

We introduced a new policy in 2010 making trade-ups much easier.

That software allowed for LAN-to-LAN communication.

When you have finished your document, you can save it in .pdf format.

Price breaks occur at quantities of 2 000, 5 000, and 10 000.

The new language modules include Afrikaans, Arabic, and Catalan.

It has a market of approximately 190 million people.

It has a \$427 billion total gross regional product.

The company bought a one-million acre Argentine sheep ranch!

The United States plans to cut import quotas on Chinese textiles.

The hotel is being built at Whistler Mountain, British Columbia.

Germany is slipping back into a "double-dip" recession yet again.

The Las Vegas hotel is offering virtual reality attractions.

Mexico has 26% of its work force in agriculture.

Mexico has 11% of its work force in manufacturing.

The main crops are corn, beans, and coffee (see Table 3-1).

The World Trade Fair will be held in Munich on April 18 - 21 this year.

Airbus manufactures the A400M multi-role military airlifter.

The contract is worth \$170 million over the next five years.

South Korea posted a trade surplus [see Appendix C-3].

The instructions listed ^C as the command.

The decline was attributed to an 8.8% drop in prices for mineral fuels.

Rushden reduced its soybean crop estimate to 1.473 billion bushels.

Russia bought 50 000 tonnes of subsidized U.S. soymeal.

Tibet's first stock trading centre opened in mid-January, 1994.

Quotas were reduced by between 25% and 35% on 88 products.

DB/2, CICS, and COBOL – old technology.

The first line on the screen read: @ echo off.

The status line shows F1=Help, F3=System Manager, and F7=Exit.

The \$79 rug is 80% wool, 20% cotton; W100 x L250 cm.

Single keys and their functions are shown in Table 2-9.

Use function keys F1 - F6 for editing.

Tzortzatos has experience with handwriting recognition.

Key PROMPT=\$P\$G.

Enter the new date (mm-dd-yy).

A > (greater than) sign appeared on the screen.

What does a modem do?

Saad explained the concept of a surge protector.

The spokes sell for about \$125 a set.

Graphite shafts were used in 45% of all new woods made last year.

The paramedics checked the ABCs: airway, breathing, circulation.

The Chicago Mercantile Exchange pledged an initial \$5 million.

A & M supplies wells, medical equipment, and power plants.

Engineers are working on "cutting-edge" programs.

Women entrepreneurs are forming small businesses at twice the rate of men.

Maria Lisanti is a former sales representative of Meir & Po.

The company accounts for nearly one-third of India's software exports.

The instructions showed <Printer Setup...>.

The company has no single management structure and profits are low (see table).

Portugal's economy was growing at 5%, in line with Spain's.

These business owners emphasize employee training.

Many entrepreneurs face huge obstacles – financing being a major one.

Computer simulations will allow customers to "test drive" equipment.

They have plans for more advanced interactive-TV technology.

Please list our products/services on our new website.

The Iraqi company has a team of 30 researchers.

The Symposium will be held in Taipei, Taiwan from October 1 - 5.

Mitel launched the even faster version of its Strata 8 microprocessor.

Both models come with a standard three-year limited warranty.

The company controls 70% of India's truck market.

A \$150 million high-tech park will be built in southern Ontario.

"The results are quite dramatic," said Paul Menawit.

The purchase order showed 15 cases of paper cups @ \$20.

Will they use 90 nanometers technology?

If they do, won't the chips be physically smaller?

Insert the Uninstall #1 disk in Drive A.

Use @ to suppress the batch execution.

The 32- by 52-inch board has a closed-cell foam core.

Vegetables or flowers can be grown hydroponically.

Write to: 3841A Donald Douglas Loop S., Abbotsford, BC V2S 4B9.

Small plastic and metal pieces can also be recycled.

The mower's battery runs for about 75 minutes.

It runs for 45 minutes in mulching mode.

The card snaps into one of the two slots marked with a "+".

Prices range from \$55 000 to \$62 000.

The video-on-demand service was tested in the summer of 2009.

If contaminated, the AF12 strip glows magenta.

Its preview feature enables you to monitor all four video sources!

These 24-hour lenses are made from plastic polymer.

The historic courthouse is now protected from earthquakes, we hope!

Their GST number is 119675987.

Alena Escandon is our advertising representative in Belize.

Xu Xiaomei works for us in Nicaragua.

We serve the Beijing, Hong Kong, Taipei, Tokyo, and Nagoya market.

We have a much stronger international orientation today.

When profit share is 4% or less, job growth is zero or less.

In the third quarter of 2010, operating profits rose 31%.

There will be a slight reduction in employment insurance premiums.

The Italians were giving buyers what they really wanted.

Today's shoppers want convenience 24/7.

One-third of warehouse club shoppers are aged 35 - 44.

Home shopping is already a \$7-billion industry in the U.S.

The bank has opened a new office in Estonia.

Will Slovakia be a major economy in 2011?

What is your strategy for Latin America?

Our mandate is to finance small and medium-sized companies.

Chile, Argentina, Venezuela, and Brazil* are good candidates.

Ontario is Quebec's biggest trading partner [see Schedule 9].

The Hang Seng Stock Index more than doubled last year!

It plunged more than 25% in the first three months of this year.

"In 2011, half the wealth of the world will originate in Asia," said Ho.

Foreign trade rose 17% in the first two months of 2010.

Seven (or eight) telecommunications companies compete worldwide.

Romania is the only market where every one of them is active.

China is adding 14+ million telephone lines per year.

Marijan owns the largest steel mill in Germany!

They need a fleet of cheap, fast, efficient ferries.

The company – if all goes well – will design and build passenger ferries.

Her company makes microwave radios in Shenzhen.

Employers must provide accommodation and food for their workers.

In 2017, the 99-year lease will expire: What will you do then?

The margins improved from \$25.03 in 2009 to \$28.83 today.

This is a self-directed work team comprising members from Local 418.

Productivity gains of as much as 30% can be the reward.

They have also taken over many managerial tasks.

Teams are entitled to take an hour every two weeks.

How many autos were manufactured at that African plant in 2010?

The teams are looking at ways to re-engineer their work in Libya.

The "work team" sets the agenda not management.

Remember to complete the "PO #" and "Acct" fields.

Some Nigerian workers simply don't want the responsibility.

She said, "Attend the seminars on teamwork and customer service!"

No "please", no "thank you" — how impolite!

Absenteeism is down to 2% from a high of 6.5%!

Refer to Table 9-3 on page 140.

How much of the \$1 000 is left?

Did you complete a petty cash voucher for the \$5.68 purchase?

Our Tax Return is due on April 30.

Remember to send out the AGM Notice by October 17.

The purchase order number is MB/00678.