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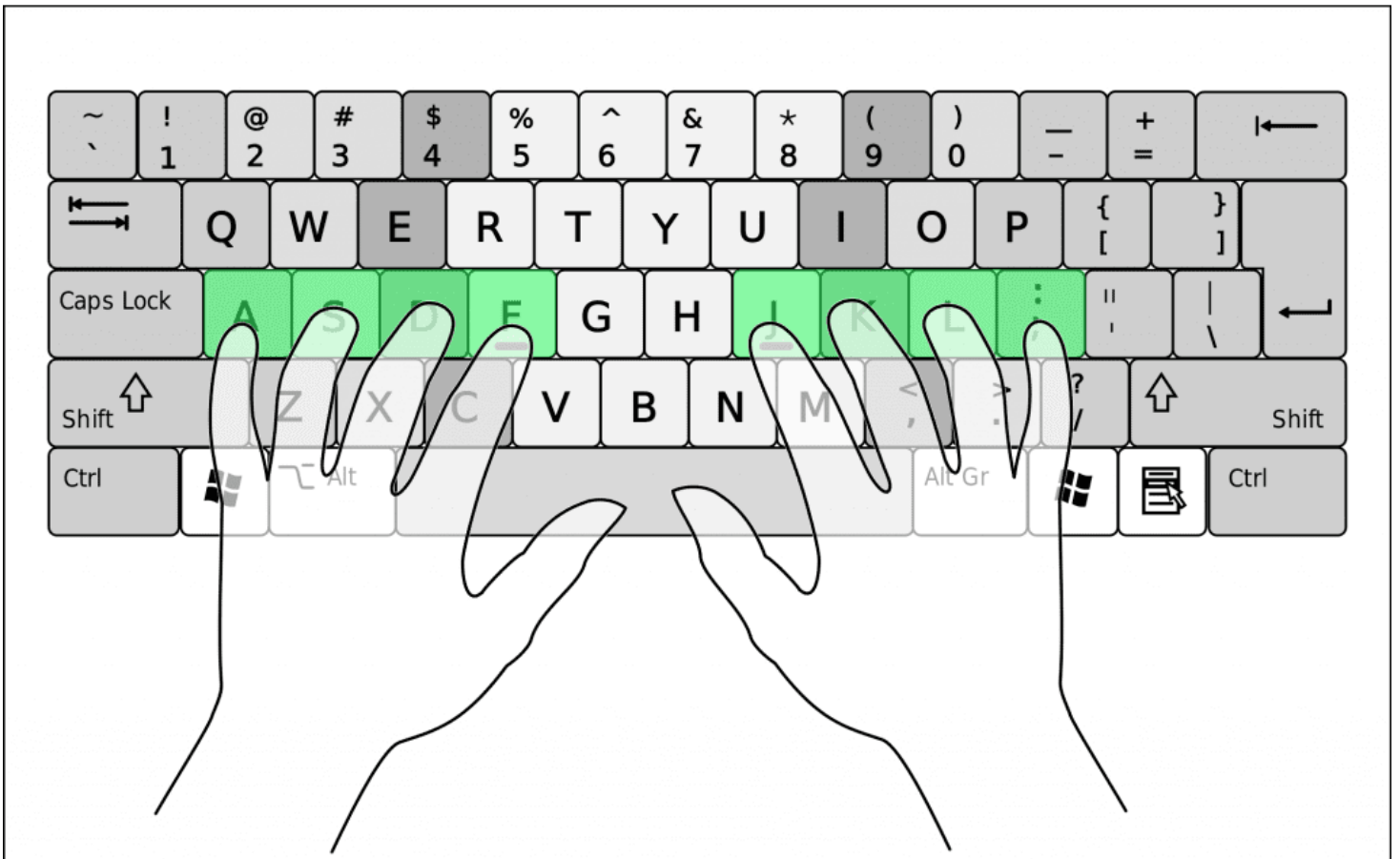
# Study Assistant 10 Simple Lessons For Keyboarding



# KEYBOARDING

In this lesson you will review the keys, especially the number keys, you have learnt.

When you type mixed fractions use the **Slash** key / to separate the numerator from the denominator. Now, you can also use the number keypad to type numbers. The four fingers of your right hand are kept on the number keypad home row (**4,5,6**). The right thumb is on the **0**, located at the bottom. Your right pinky finger is use for the **Enter** key.

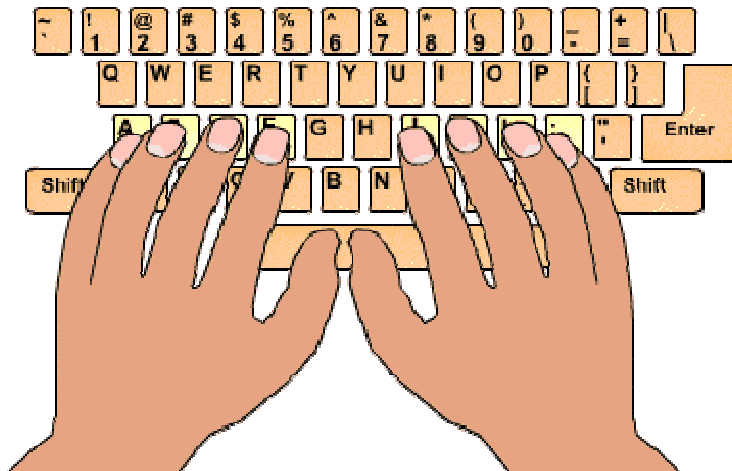


# EXERCISE 50

Place your right hand on the number keypad keys. Index finger on the **4**, middle finger on the **5**, ring finger on the **6**, and thumb on the **0**. Feel the dash or dot on the **5**.

1. Press right shift key, and strike 1 to get !
2. Press right Shift key, strike 2 to get @.
3. Press right shift key, strike 3 to get #
4. Press right Shift key, strike 4 to get \$
5. Press right Shift key, strike 5 to get %
6. Press left Shift key, strike 6 to get ^
7. Press left Shift key, strike 7 to get &
8. Press left Shift key, strike 8 to get \*
9. Press left Shift key, strike 9 to get (
10. Press left Shift key, strike 0 to get )
11. Press left Shift key, strike ; to get :
12. Press left Shift key, strike ' to get the ”
13. Press left Shift key, strike / to get the ?
14. Press left Shift key, strike , to get the <
15. Press left Shift key, strike . to get the >
16. Press left Shift key, strike – to get \_
17. Press left Shift key, strike = to get +

Keep practicing the reaches.



# WARM-UP

The Warm-up exercise is necessary to help you learn to stretch your fingers. Sit comfortably and place your hands on the 'hot' keys. Review by saying out loud the letters along the 'hot' keys: **asdf**;lkj. Do this without looking at your fingers. Review the 'cold' keys as well.

## WARM-UP EXERCISE 51

Warm-up exercise. Let's begin! When you are finished, compare your typing with the instructions. Type the following in the space provided.

Now that you have had a lot of practice on the key words, you will be able to gain speed by practicing the common words and phrases. By building on these words and phrases, your overall speed will go up.

Do you know what a vug really is? A vug is a small indent in a rock. This indentation is often lined with crystals. The spelling of the word vug varies. Sometimes it is spelled vugg and sometimes it is spelled vugh.

# EXERCISE 52



Time to practice the number and special character keys. Type the exercise and say the letter, number or special character to yourself. If you make an error, keep typing.

Type the following in the space provided. Remember to repeat the exercise three more times.

1. a1!a a1!a a1!a s2@s s2@s s2@s d3#d d3#d d3#d  
a1!a a1!a a1!a s2@s s2@s s2@s d3#d d3#d d3#d  
f4\$f f4\$f f4\$f f5%f f5%f f5%f  
f4\$f f4\$f f4\$f f5%f f5%f f5%f

2. j6^j j6^j j6^j j7&j j7&j j7&j k8\*k k8\*k k8\*k l9(l l9(l l9(l  
j6^j j6^j j6^j j7&j j7&j j7&j k8\*k k8\*k k8\*k l9(l l9(l l9(l

3. ;0); and ;0); and ;-\_; ;-\_; and ;=+; and ;=+;  
;0); and ;0); and ;-\_; ;-\_; and ;=+; and ;=+;

4. Please calculate the formula  $x = 8; 3x + (x - 4) - x$   
Please calculate the formula  $y = 6; 3y - (y \times 2) + y$

5. The caret ^ is used to indicate something is being inserted.  
The left and right parenthesis, ( ), are used around optional text.  
The symbol @ is used in e-mail addresses or for prices.  
If 72% bring #2 pencils to the school, what will the other 18% use?





3. Guy & Guy is holding a sale at #3 Vale Rd.

42 + 938 = 980

The interest on the loan is 6%.

5 gallons of gas per week @ \$1.30 per gallon (multiple 5 \* \$1.50)

\*Quotes are in US and TT dollars.

# EXERCISE 54



Practice exercise.

Type the following in the space provided. Remember to repeat the exercise three more times.

## 1. BUDGETS

Do you budget your money? If you are a babysitter or a fast-food restaurant worker, you should budget your earning.

The typical expenses budgeted are:

1. Car expenses
2. Entertainment
3. Food.

Be wise and budget!

2. 10 January, 2020

Dear Joan & James,

I arrived at the store and met Mr. Vernon. The sale was still on – 30% of everything as advertised. You were right!

I bought 4 beautiful plates @ \$7.00 each, 3 tea cups @ \$3.20 each, and 5 tall drinking crystal glasses @ \$7 each. An amazing deal! Indeed, I ended up spending my entire bonus (\$562.00). Thanks for the tip.

\*P.S. I will see you on the 23rd at the Gallery 001.

# EXERCISE 55



Practice the following.

Type the following in the space provided. Remember to repeat the exercise three more times.

As usual, the face of Emmanuel Goldstein, the Enemy of the People, had flashed on to the screen. There were hisses here and there among the audience. The little sandy-haired woman gave a squeak of mingled fear and disgust.

Type the following in the space provided. Remember to repeat the exercise three more times.

The Austrian Government, in its ultimatum, demanded the arrest of one Ciganovitch. He was found, but mysteriously disappeared. This man played an important part. Colonel Simitch, in May 1925, describes him as a link between Pashitch and the conspirators, and says: "M. Pashitch sent his agent into Albania."