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Study Assistant 10 Simple Lessons For Keyboarding



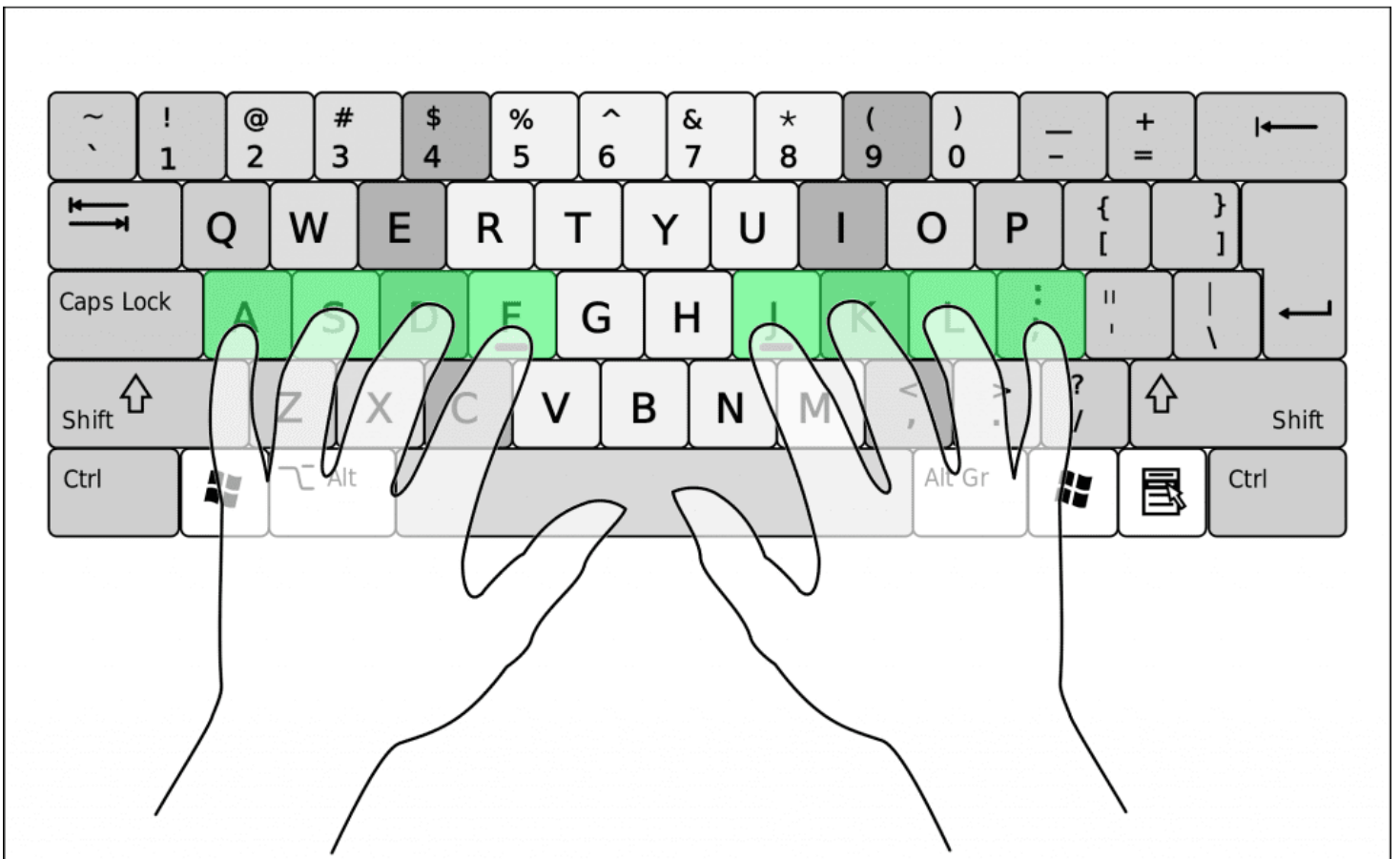
KEYBOARDING

In this lesson you will review the keys you have learnt.

The **Number** keys can be typed using two different sets of keys on the computer keyboard.

1. The row of **number** keys is below the function keys. The home row fingers move up and slightly to the left to strike the number keys **1** through **0**.
2. The number keypad is located on the right side of the computer keyboard. When you are typing only numbers, use the number keypad.

This lesson focuses on the number keys below the function keys.



EXERCISE 42

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. Place your fingers on the home-row keys.
2. Reach the **A** finger up and to the left to the **Q** and then up again to the **1** and back down to the **A**.
Repeat.
3. Reach the **S** finger up and to the left to the **W** and then up again to the **2** and back down to the **S**.
Repeat.
4. Reach the **D** finger up and to the left to the **E** and then up again to the **3** and back down to the **D**.
Repeat.
5. Reach the **F** finger up and to the left to the **R** and then up again to the **4** and back down to the **F**.
Repeat.
6. Reach the **F** finger up and to the left to the **R** and then up again to the **5** and back down to the **F**.
Repeat.
7. Reach the **J** finger up and to the left to the **Y** and then up again to the **6** and back down to the **J**.
Repeat.
8. Reach the **J** finger up and to the left to the **Y** and then up again to the **7** and back down to the **J**.
Repeat.
9. Reach the **K** finger up and to the left to the **I** and then up again to the **8** and back down to the **K**.
Repeat.
10. Reach the **L** finger up and to the left to the **O** and then up again to the **9** and back down to the **L**.
Repeat.
11. Reach the **;** finger up and to the left to the **P** and then up again to the **0** and back down to the **;**.
Repeat.

Now try reaching directly from the home-row keys to the number keys. Repeat this exercise one more time.

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 43

Let's begin! When you are finished, compare your typing with the instructions.

Type the following in the space provided.

1. a;sldkfjghfjdksla; a;sldkfjghfjdksla;
2. fun fur gun guy gum but buy hut bug jut jim dim
3. his her they them this why what who when how now cow
4. did you; could you; have you; and my; and you; and they;
5. Patty asked me, "Did you visit the <http://studyassistant.org> web site?"

EXERCISE 44 - NUMBER KEYS



Practice typing number keys.

Type the following in the space provided. Remember to repeat the exercise.

1. aq1a aq1a aq1a sw2s sw2 sw2s de3d de3d de3d fr4f fr4f fr4f

2. jy6j jy6 jy6 ju7 ju7 ju7 ki8k ki8k ki8k lo9l lo9l lo9l ;p0 ;p0; ;p0;

3. a1a a1a a1a s2s s2s s2s d3d d3d d3d f5f f5f f5f

4. j6j j6j j6j j7j j7j j7j k8k k8k k8k l9l l9l l9l ;0; ;0; ;0;

5. as 12 as 12 as 12 sad 312 sad 312 sad 312 fad 413 fad 413 fad 413

6. dart 3145 dart 3145 dart 3145 free 4433 free 4433 free 4433

7. joy 796 joy 796 joy 796 kill 8899 kill 8899 kill 8899 kill 8899 up 70 up 70 up 70

8. zoo 100 zoo 100 zoo 100 low 883 low 883 low 883 fuzz 474 fuzz 474 fuzz 474 girl 576 girl 576
girl 576

9. Please buy these: 14 rugs, 20 bowls, 83 table mats, 69 purses, and 75 bags.

EXERCISE 45 - TIMED PRACTICE



Review and get better at your typing. A standard word requires 5 strokes. The exercise here will help you type a standard word. You have 30 seconds to type each line. Do not correct the errors. If you make a mistake, continue typing. When you are done, compare what you typed to the paragraph.

Type the following. This passage has approximately 76 words.

The clock said “tick! tack!” and the finger moved round; but as they entered, they remarked that they were now grown up. The roses on the leads hung blooming in at the open window; there stood the little children’s chairs, and Kay and Gerda sat down on them, holding each other by the hand; they both had forgotten the cold empty splendor of the Snow Queen, as though it had been a dream.

REVIEW PRACTICE ALL KEYS

EXERCISE 46



Reviews are important. Practice your typing as often as you can. Compare what you type to the practice passage.

Type the following.

254 THE LEAP-FROG

A Flea, a Grasshopper, and a Leap frog once wanted to see which could jump highest; and they invited the whole world, and everybody else besides who chose to come to see the festival. Three famous jumpers were they, as everyone would say, when they all met together in the room.

“I shall give my daughter to him who jumps highest,” exclaimed the King; “for it is not so amusing where there is no prize to jump for.”

REVIEW PRACTICE ALL KEYS



EXERCISE 47

Reviews are important. Practice your typing as often as you can. Compare what you type to the practice passage.

Type the following.

23. THE OLD POET AND CUPID

The old poet seated himself beside his hearth, and took the little fellow on his lap; he squeezed the water out of his dripping hair, warmed his hands between his own, and boiled for him some sweet wine. Then the boy recovered, his cheeks again grew rosy, he jumped down from the lap where he was sitting, and danced round the kind old poet.

“You are a merry fellow,” said the old man. “What’s your name?”

“My name is Cupid,” answered the boy. “Don’t you know me? There lies my bow; it shoots well, I can assure you! Look, the weather is now clearing up, and the moon is shining clear again through the window.”

“Why, your bow is quite spoiled,” said the old poet.

REVIEW PRACTICE ALL KEYS

EXERCISE 48



Reviews are important. Practice your typing as often as you can. Compare what you type to the practice passage.

Type the following.

To add $\frac{1}{2}$ plus $\frac{1}{4}$, change all the denominators to 4.

Vincent added $\frac{3}{4}$ plus $\frac{1}{4}$ he calculated the total as 1.

The recipe calls for $\frac{1}{8}$ tablespoon of vanilla and $\frac{3}{4}$ cups of butter.

Jillian jogged for $\frac{1}{5}$ an hour around the Savannah and $\frac{1}{4}$ an hour around the park.

EXERCISE 49

Reviews are important. Practice your typing as often as you can. Compare what you type to the practice passage.

We only have 3489 dollars. We need 407 dollars.

There are 842 students to sit the SEA exam.

You will need 4 more years to drain the swamp.

Turn to page 108. Review pages 79 to 83.