## **KEYBOARDING**

In this lesson you will review the keys you have learnt. Then learn the apostrophe key (1). The lesson begins with a warm up exercise - just a little stretching of the fingers.



## Warm-up Exercise



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.





Now for the warm-up exercises.

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

 a;sldkfkfjghfjdksla; a;sldkfkfjghfjdksla; a;sldkfkfjghfjdksla; enter jujyjhjnjmj frftfgfbfvf enter aqaza swsxs dedcd frfvf enter ;p;/; lol.l kik,k jujmj enter

## THE APOSTROPHE KEY (')

The semi-colon finger moves to the right to strike the apostrophe key. The apostrophe key is part of a word so there is no space after it.

Usage of the apostrophe key:

- 1. To show possession This is Donna's book.
- 2. To contract two words Donna can't go tomorrow.



Prepare yourself for typing. Sit comfortably and place your fingers on the home-row keys. Repeat the exercise three times before moving forward.

1. ;;;"";;;"";';';';';

2. don't don't can't can't wouldn't wouldn't shouldn't

3. let's let's let's isn't isn't wasn't wasn't wasn't it's it's it's

4. the red bug's rug; the red bug's cot; the red bug's hut

## REVIEW AND 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. Give yourself 30 seconds to type each line. Do not correct the errors. If you make a mistake, continue typing. This is your first timed practice. Keep a record of your timing each time. Enjoy!



Review typing. Compare your typing to the instruction above.

1. fur fun gun gum guy buy but hut jut vug him dim **Enter** kid red cue my, lot sit wet tex co. fat pat zip qt.

Record of Timed Practice: words per 30 seconds.



Let's begin. You have 30 seconds to type each line and 5 extra seconds to move between the two questions. Keep a record of your timing each time.

Type the following. This line has 10 words (according to the standard word of 5 strokes).

- 1. fur fun gun gum guy buy but hut jut vug jim dim kid
- 2. red cue my, lot sit wet tex co., fat pat zip qt.