

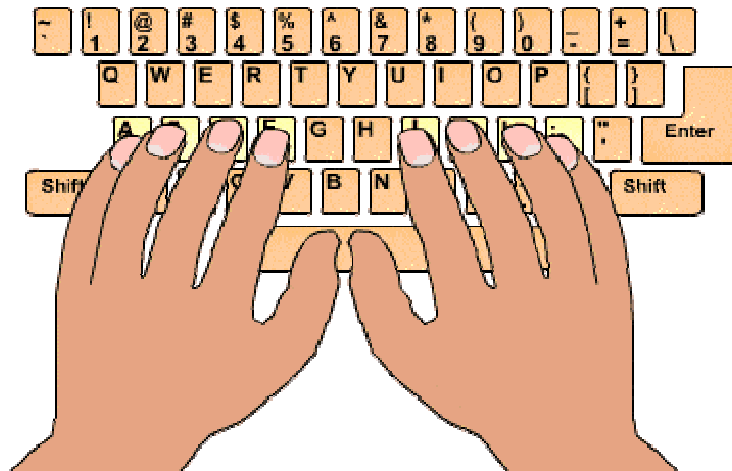
KEYBOARDING

In this lesson you will review the keys you have learnt. Then learn the apostrophe key ('). 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.



EXERCISE 25



Now for the warm-up exercises.

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

1. a;sldkfkfjghfjdksla; a;sldkfkfjghfjdksla; a;sldkfkfjghfjdksla; **enter**
jujyjhjnmj frftfgfbvf **enter**
aqaza swsxs dedcd frfvf **enter**
;p;/; lol.l kik,k jujmj **enter**

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!

EXERCISE 27

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.

EXERCISE 28 (TIMED)



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.

