

#4

Study Assistant 10 Simple Lesson For Keyboarding



KEYBOARDING

In this lesson you will review the **F/J** finger keys, **D/K** finger keys, and **S/L** finger keys. Then learn **A** and **;** finger keys. 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 19



Now for the warm-up exercises.

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

1. is the kid, will the kid, did the kid ride, **enter**
to the guy, to the kid, to the vug, cue to her **enter enter**
my rug, my tug, my hug, her rug

Review F/J, D/K and S/L Finger Keys



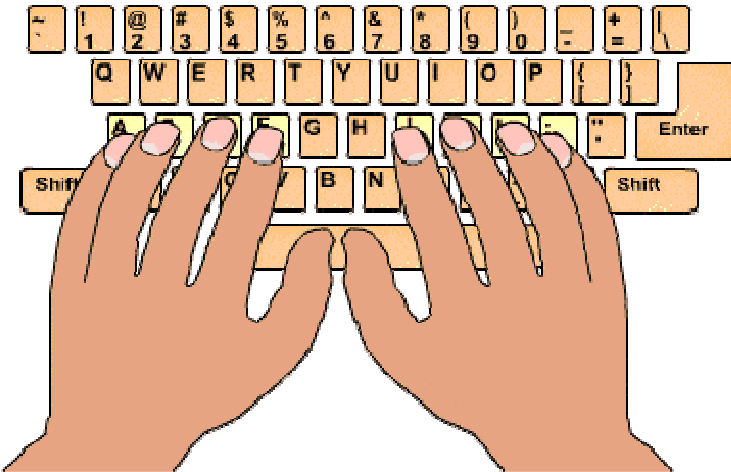
Review the finger keys.



EXERCISE 21

Make yourself comfortable. Sit with your fingers on the home-row keys. Touch the **A** finger key. Move the **A** finger key and touch the **Q** key, then back to the **A** key. Next, move the **A** finger key and touch the **Z** key, then back to the **A** key.

Touch the **;** finger key. Move the **;** finger key and touch the **P** key, then back to the **;** key. Next, move the **;** finger key and touch the **/** key, then back to the **;** key.



EXERCISE 22

Practice **A/;** finger key words. Do not be concern about errors while you type. Practice saying the letters as you type each time and the errors will be fewer. You can repeat this exercise. When you are done, compare your typing to the instruction above.

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

1. aqa aqa aqa aqaza aqaza aqaza aqaza aqa aqaza

2. ;p; ;p; ;p; ;p; ;p;

3. ;/;/;/;/;/;/;/;/;/;/;/;/;/;/;/;/

4. ;aqaza /aqaza /aqaza ;ppp a/az

EXERCISE 23



Practice A/; finger key words. Do not be concern about errors while you type. Practice saying the letters as you type each time and the errors will be fewer. You can repeat this exercise. When you are done, compare your typing to the instruction above.

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

1. fat man sat on the mat; fat man pat the mat

2. quo cue que zip zap zoo;

3. ap/pa qp; apa man/men.

EXERCISE 24



Review A/., S/L, D/K, and F/J finger keys. Type the following key words. If you make an error, continue typing. When you are done, compare what you have typed to the instructions. Repeat the lesson if you made any mistakes.

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

1. fat pat zips by me; fat pat zips by us; fat pat lays a qt.

2. fur guy buy a lot of hut; gum is fun.

3. jim kid is dim, red fat bug, vug zip zip by

4. fur fun fan fin ; jut jug jig jim dim; lot got hot. cox vex