

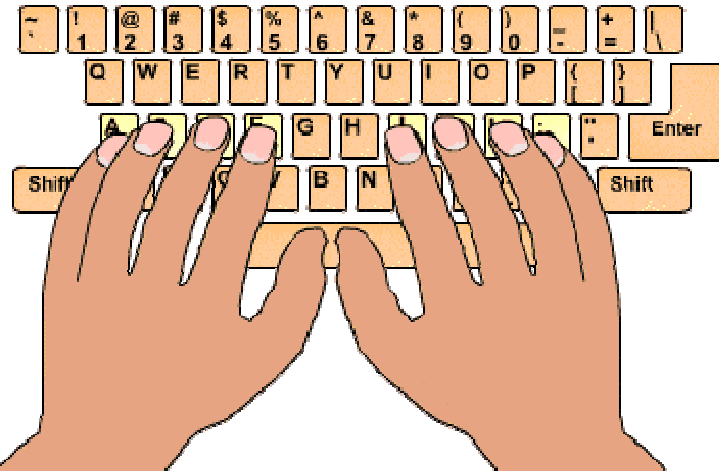
#1

Study Assistant 10 Simple Lesson For Keyboarding



KEYBOARDING

You will learn to type without looking at the keys with just 10 lessons. This is the first book, the first lesson and also a good way to begin computer literacy. The exercises are simple. All the activities are meant for you to learn the keys well so you can complete many other activities at a reasonable time. When you finish a lesson you can self-test yourself.



This book is interactive. You should be able to type within this book.

EXERCISE 1

The home-row keys (the **hot** keys) are the eight keys where you should keep your fingertips positioned. The fingertips return to the home position each time it strikes another key (a **cold** key).

EXERCISE 2

Put your fingers on the “hot” keys: **A, S, D, F, J, K, L**; and your thumbs on the space bar. See illustration below. As you type say the letter aloud. Repeat each exercise three more times.





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

1. asdf asdf asdf asdf asdf

2. ;lkj ;lkj ;lkj ;lkj ;lkj

3. asdf ;lkj asdf ;lkj asdf ;lkj

4. aaa sss ddd fff ;;; lll kkk jjj

5. a lass jad fad jad kall jak

The F and J Finger Keys, Spacebar and Enter 🖐️ 🖐️

Notice your index finger (**F** and **J** fingers) can reach to the centre of the keyboard on each row. Your left and right index fingers can strike the spacebar. Your left index finger can reach the **R**, **T**, **G**, **V**, **B** keys. Your right index finger can reach **Y**, **U**, **H**, **N**, **M**. Your pinky can strike the enter key.



EXERCISE 3 🖐️ 🖐️

Place your left hand on the home-row keys.

Move the **F** finger up to touch the **R** and back to the **F**. Then touch the **T** and back to the **F**. Then touch the **G** and back to the **F**. Then touch the **B** and back to the **F**. Then touch the **V** and back to the **F**. Repeat the exercise three times.

EXERCISE 4 🖐️ 🖐️

Place your right hand on the home-row keys.

Move the **J** finger up to touch the **U** and back to the **J**. Then touch the **Y** and back to the **J**. Then touch the **H** and back to the **J**. Then touch the **N** and back to the **J**. Then touch the **M** and back to the **J**. Repeat the exercise three times.

EXERCISE 5 🖐️ 🖐️

Move the right pinky finger (; finger) to touch the **Enter** key and back. Repeat three times.

EXERCISE 6



Practice the **F, R, T, G, B, V** keys. Try not to look at your fingers while you strike the keys. Ignore any wavy lines under the keys while you type. You are not typing any words yet. Type the spacebar for the space between the letters. Call the letters out loud as you type.

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

1. frf frf ftf ftf fgf fgf fbf fbf fvf fvf

2. frftfgbfv frftfgbfv frftfgbfv

3. ftr ftr fgr fgr fvr fvr

4. ftrbv fgrb ftr bftr vftr gfrt frgrtv

5. fgfbtfvfr fgfbtfvfr fvr fbt fgf

6. frft frt fggt **enter**
fbbv fbgr fvfgrfb fbbv fbgr fvfgrfb **enter enter**

7. frt frt fgt fbgt fvfgr

EXERCISE 7

Practice the **J, H, Y, U, N, M** keys. Try not to look at your fingers while you strike the keys. Ignore any wavy lines under the keys while you type. You are not typing any words yet. Type the spacebar for the space between the letters. Call the letters out loud as you type. Repeat the exercise if you make errors.

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

1. juj juj jyj jyj jhj jhj jnj jnj

2. jnj jnj jmj jmj juj jyj jyj

3. jhj jyj juj jhj jnj jmj

4. jujyjhjnjmj jujyjhjnjmj

5. jjj jnnj jmmj jyyj juuj jhhj jhjmjnjyju

6. jnjm jhjj jhyj juj **enter**
jnjm jhjj jhyj juj jnjm jhjj jhyj juj **enter enter**

7. jjj hhh yyy uuu mmm nnn

8. fum fum fumb fumb mum bub

EXERCISE 8

Practice the **F** and **J** finger keys and their 'cold' keys. Try not to look at your fingers while you strike the keys. Ignore any wavy lines under the keys while you type. You are not typing any words yet. Type the spacebar for the space between the letters. Call the letters out loud as you type. Repeat the exercise if you make errors.

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

1. frftf jyj hj frftf jyj hj frftf jyj hj frftf jyj hj

2. fgfbfvf jhjnjmj fgfbfvf jhjnjmj fgfbfvf jhjnjmj fgfbfvf jhjnjmj

3. frfvf frfvf jujnj jujnj fgf jhj fgf jhj

4. run run num run num fuv fuv

5. fum fum fumb fumb mum bub

Move the Insertion Point and Zoom Option



The insertion point is a small vertical line to the right as you type. Observe it while you type. You can place the insertion point from one point to another. Move the mouse around on the screen and observe how it looks. When you have to type the pointer turns into an I-beam (much like a capital I).

Another option is the zoom option. Use the zoom option to make everything on a webpage bigger or small. Click the zoom option on the top right of the web browser and select 10%, then 50%, then 75%. The screen size will change each time. This is important when you doing some exercises on this site.



Zoom in option



Zoom out option.



Return to regular screen.

LET'S REVIEW

Now you will practice the keys in this lesson: the hot keys, the **F** and **J** finger keys, **pinky** finger key, **space** and **enter** keys. Try not to look at your fingers. If you make an error, continue typing. Repeat the exercise at least three times before you move on.

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

1. frf ftf fgf fbf fvf jhj jyj juj jnj jmj

2. frftfgfbfv jujyjhjnjm frftfgfbfv jujyjhjnjm

3. fur fur fur fun fun gun gun

4. gum gum gum guy guy guy buy buy buy

5. but but but hut hut jut jut vug vug vug

6. fur fun gun gum guy buy but hut jut vug

7. guy buy a fun fur; lass buy a fun fur

8. bull brush bug; guy gum grull **enter**
vug vul nul dull; sum sun un; **enter enter**

9. rash rug dash; kam

