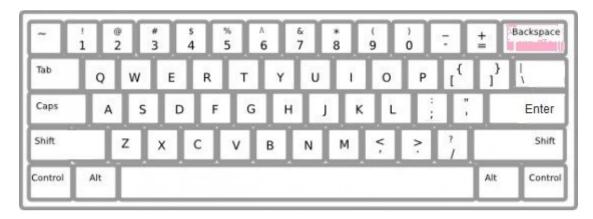


Study Assistant 10 Simple Lessons For Keyboarding

www.studyassistant.org

KEYBOARDING

In this lesson you will review the keys you have learnt. The **Backspace** key is used to correct error as you type. The backspace key will delete the letters to the left. Use the pinky to reach up to the **Backspace**.



After you have used the **Backspace**, immediately return your pinky finger to the **Semicolon** key.



Warm-up exercise. Let's begin! When you are finished, compare your typing with the instructions. Type the following in the space provided. Remember to repeat the exercise three times.

1. lol.kik,k jujmj jyjhjnjmj

2. Can you call out the names on this sheet?

3. Gracey, please call out the names on the sheet: **Enter** Zenia, Xavier, Soraya, Martha, Matthew, Vincent and Tishanna.

4. Did they hear their names? **Enter** They all are invited to have lunch at VENI MANGE in Port of Spain.



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. Keep a record of your timing each time. Enjoy!

Type the following in the space provided. Each 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.



Practice moving your right pinky up to the **Backspace** key and returning it to the **semicolon** key. Practice this six times without looking at the keys. Always check to see your pinky finger is on the **semicolon** key each time.

This exercise can be repeated.

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

1. Omar was a fragile boy; he was often ollBackspace Backspace Backspaceill.

2. OmsrBackspace Backspacear was talented and well loved by his parents and relatives.

3. Everyone likes to to Backspace Backspace Backspace listen to Omar play the piano.

4. One time, Omar was invted Backspace Backspace Backspace ited to play at the UWI Concert.

5. Omar certainly eBackspaceimpressed the audience. His parents were very proud of him.

6. Omar looks forward to playing at more concerts; as long as his illness don't not**backspace backspace backspace** stop him.



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

EXERCISE 40

Type the following in the space provided.

"I cannot sell it for less," rejoined the swineherd. **Enter** "He is an impudent fellow." said the Princess, and she walked on; but when she had gone a little way, the bells tinkled so prettily... **Enter Enter** "Ach du lieber Augustin, **Enter** Alles ist weg, weg, weg."

EXERCISE 41

Type the following in the space provided.

And Gerda and Kay both told their story. Enter

And "Schnipp schnapp schnurre basselurre," said the robber maiden; and she took the hands of each, and promised that if she should some day pass through the town where they lived, she would come and visit them; and then away she rode.