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Study Assistant 10 Simple Lessons For Keyboarding

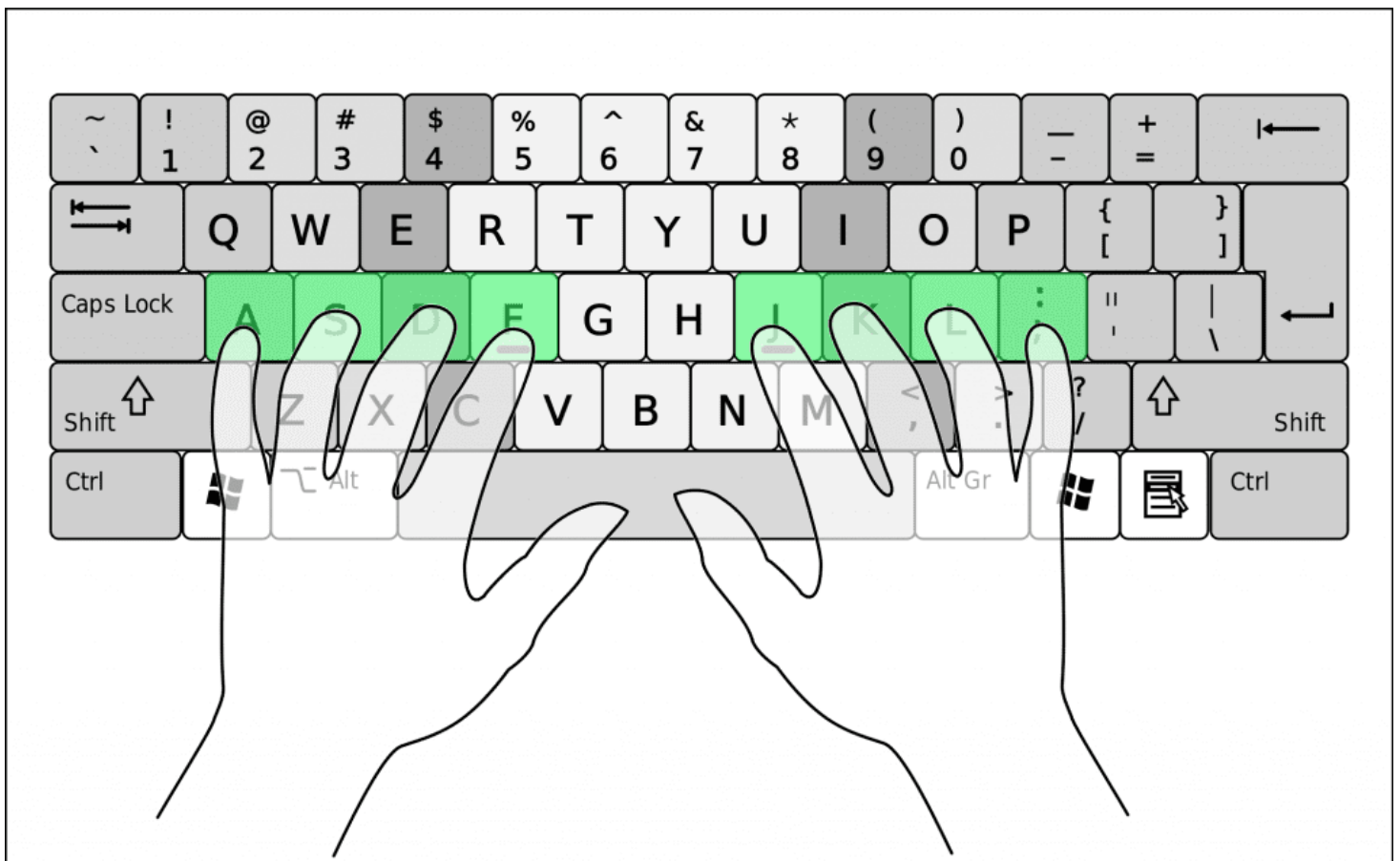


KEYBOARDING

In this lesson you will review the keys you have learnt. You have completed the alphabet keys and you can type all words. Now, you will learn to type words that begin with capital letters - proper nouns and the first word in a sentence.

The **Shift** keys are the large keys on both the right of your **semi-colon** key and left of your a finger key. Holding down either the **Shift** key while pressing an alphabetic key will produce a capital letter.

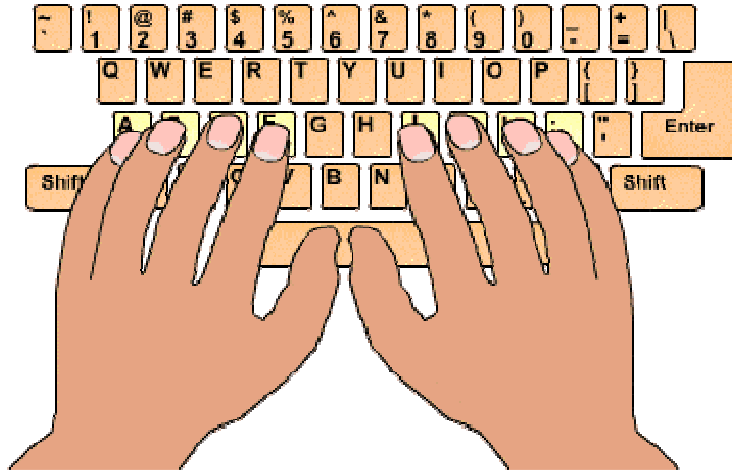
Thus you can use the right **Shift** key or left **Shift** key at your convenience.



The **caps lock** key, located to the left of the A key, is also used to capitalized letters.

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 29



Let's begin.

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

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

2. fdsa jkl; fgjh fvjm dck, sx l. az ;/ **Enter**
jufredekwlo;paq

CAPITAL LETTERS, QUESTIONS, AND SPECIAL MARKS

EXERCISE 30



Hold down the **Shift** key with the pinky finger on your right hand to strike a capital letter on the left hand.

If you make a mistake, continue typing. You can redo this exercise several times.

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

1. aA aA aA aaa aAa aAa sSs sS sS sS ddd Ddd dDd fff fFf aQzWv

2. swsxs sWsXs dedcd dEdcD frfvf fRfVf ftfgfbf fTfGfBf

3. Ann Ann Sax Sax Fallon Fallon Freddie Freddie Fred Fred

4. Aunt Cass has a new car.

5. A man can walk to Vincent Street.

EXERCISE 31



Hold down the **Shift** key with the pinky finger on your left hand to strike a capital letter on the right hand. If you make a mistake, continue typing. You can redo this exercise several times.

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

1. jyjUj jYjUj kilo Kilo ;pP mjM k,k

2. Joe Joe Lee Lee Hal Hal Orion Orion

3. jjj jJj kkk kKk lll lLl ;;; juJohn licked his lips.

4. jmj jUjMj jYjHjNj

5. Johnny wore slippers on his feet; he had no shoes.

EXERCISE 32



Remember to hold down the **left Shift** key and strike the **capital** letters, punctuation marks and symbols on the right side of the keyboard. If you make an error, continue typing. When you are finished, compare your typing with the passage.

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

1. ;;; ::: ;;; ::: see; kik; frf; vfr; uje: iku: nkm:
2. Joss? Joan? Jill? Kelshall Kelshall Larry Larry?
3. Louisa asked him: Is he there? Louisa asked him: Is he there?
4. Joel asked: "Is he talking to you?" "Is he coming today?"
5. >that's right:>that's right: < that's left: < that's left: < or >< or >< or >< or >

EXERCISE 33



Practice using the left and right shift keys. If you make an error, continue typing. When you are finished, compare your typing with the passage.

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

1. Fun Gun Run Jug Jill Log Cue Pin Buy Hut Jut Kim Dim Kid

2. Red Sit Lot Tex Co. Fat Pat Zip Poe Qt. Wet

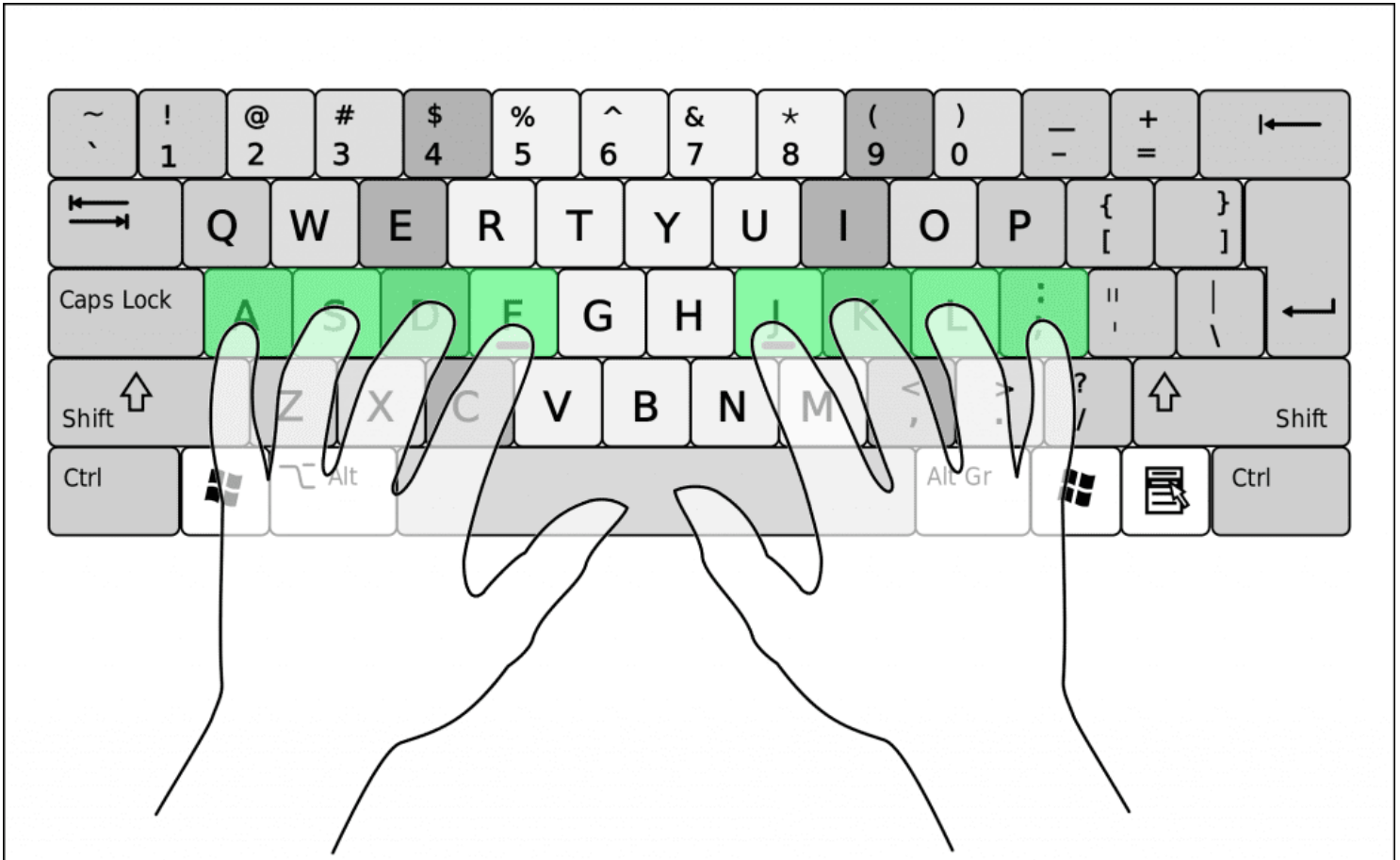
3. You saw it: We saw it: Go there? Go where? <here> <here>

4. "I am going: we will see Tom." "I am going: we will see Tom."

EXERCISE 34 (CAPS LOCK KEY) 🖐️🖐️

The **Caps Lock** key is the large key located to the left of the **A** key. Strike the **Caps Lock** key with your **A** key finger, the pinky finger. They key is an on/off key for capital letters and lowercase letters. Some computer keyboards have a light on the key when it is goes on.

Use the **Caps Lock** key if you are typing a series of capital letters, example CXC, UNCEF, USA, UWI, etc. Don't forget to turn the **Caps Lock** key off when you are done and you wish to type lowercase letters. Also, if you press the **Shift** key while the **Caps Lock** is on you will get a lowercase letter.



If you make an error, continue typing. When you are finished, compare your typing with the passage.



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

1. Three BERMUDEZ cookies are fine.
2. The nice lady helped the old man to cross the STREET.
3. PIZZA HUT sells pizzas. NBC is a television network in the USA.
4. We found a beautiful Dolce Gabani Bag today at the GRAN' BAZARRE sale.

REVIEW -



Reviews are important. Practice your typing as often as you can.

Time to practice. If you make an error, continue typing. When you are finished, compare your typing with the passage. Type in the space provided.

EXERCISE 35

POEM – The Swing by Robert Louis Stevenson **Enter**

How do you like to go up in the sky? **Enter**

Up in the air so blue? **Enter**

Oh, I do think it the pleasantest thing **Enter**

Ever a child can do.

EXERCISE 36

Type the following in the space provided.

BOOK – THE TALE OF TWO CITIES **Enter**

It was the best of times, it was the worst of times, **Enter**

it was the age of wisdom, it was the age of foolishness, **Enter**

it was the epoch of belief, it was the epoch of incredulity, **Enter**

it was the season of Light, it was the season of Darkness, **Enter**

it was the spring of hope, it was the winter of despair, **Enter**

we were all going direct to Heaven, we were all going direct **Enter**

the other way...