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Study Assistant 10 Simple Lessons For Keyboarding

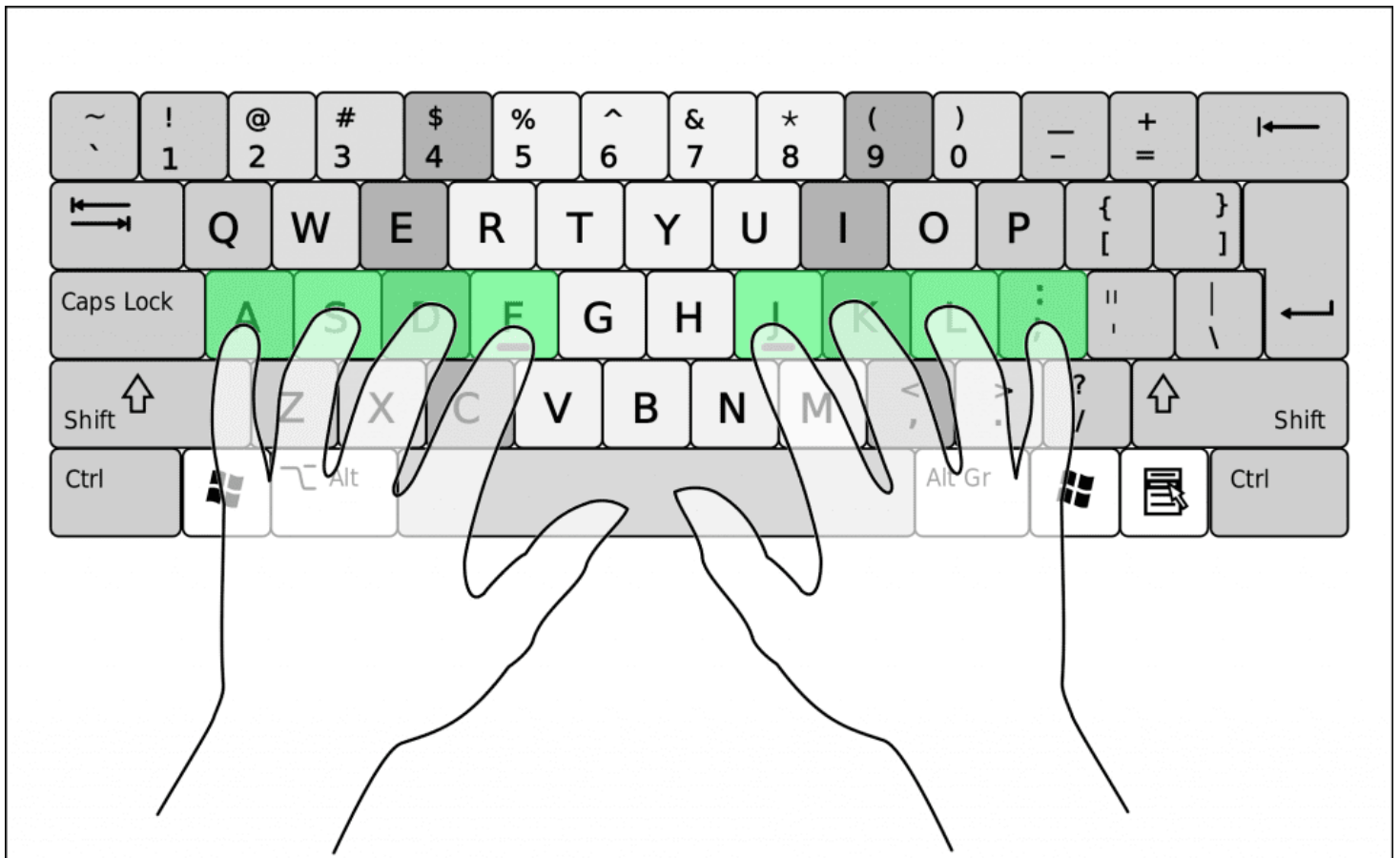


KEYBOARDING

In this lesson you will review the keys, especially the number keys, you have learnt.

Special character keys are symbol keys. Some were already learned. The set of special characters keys can be found on the top row of the keyboard and on the top half of the number keys. You will need the Shift key for these special characters.

This is the final lesson. This lesson will help you become a better at typing. There are three timed practices and five review exercises in this lesson.



WARM-UP

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.

WARM-UP EXERCISE 56

Let's begin! When you are finished, compare your typing with the instructions.
Type the following in the space provided.

1. a;sldkfjghghfjdksla; a;sldkfjghghfjdksla; a;sldkfjghghfjdksla; a;sldkfjghghfjdksla;
fur fun gun gum guy buy buy hut jut vug jim dim kid red cue
my, lot sit wet tex co. fat pat zip qt. s219 d3k8 f4j7 f5j6 ;0

2. fat cat sat on a mat, fat cat has on a hat, fat rat hid a vat, bat a ball
zip the slip, sip and rip, tip and zip, nip and zip, lip sin, lip zip pip, nip hip lip
I am | I have | I shall | I want | I was | I hope | I may | I know | I wish
Tex, Zip and Jin are pets. Zoe Fin says it is fun to chew a fat wad of gum.

EXERCISE 57



(TIMED PRACTICE 1)

Review and get better at your typing. A standard word requires 5 strokes. The exercise here will help you type a standard word. This is your fourth timed practice. You have 44 seconds to type this passage. Do not correct the errors. If you make a mistake, continue typing. When you are done, compare what you typed to the paragraph. Keep a record of your timing and number of errors each time. Enjoy!

Type the following in the space provided. There are approximately 87 words in this list.

I can get really good at typing if I keep practicing the same thing over and over again. I find that I enjoy touch typing when I get better at this skill of typing. I remember the first time I started to type; it was difficult. I kept looking at the keys. It was horrible! Now, it is easier; much more enjoyable. This is because I have been practicing over and over again. Every word I type helped me get better. I am trying to increase my speed and accuracy now.

words typed for 30 seconds

EXERCISE 58

(TIMED PRACTICE 2)



Review and get better at your typing. A standard word requires 5 strokes. The exercise here will help you type a standard word. This is your fifth timed practice. You have 47 seconds to type this passage. Do not correct the errors. If you make a mistake, continue typing. When you are done, compare what you typed to the paragraph. Keep a record of your timing and number of errors each time. Enjoy!

Type the following in the space provided. There are about 93 words in this passage.

Considering how likely we all are to be blown to pieces by it within the next five years, the atomic bomb has not roused so much discussion as might have been expected. The newspapers have published numerous diagrams, not very helpful to the average man, of protons and neutrons doing their stuff, and there has been much reiteration of the useless statement that the bomb 'ought to be put under international control.' But curiously little has been said, at any rate in print, about the question that is of most urgent interest to all of us, namely: 'How difficult are these things to manufacture?'

words typed for 30 seconds

EXERCISE 59



TIMED PRACTICE 3

Review and get better at your typing. A standard word requires 5 strokes. The exercise here will help you type a standard word.

This is your sixth timed practice. You have 56 seconds to type this passage. Do not correct the errors. If you make a mistake, continue typing. When you are done, compare what you typed to the paragraph. Keep a record of your timing and number of errors each time. Enjoy!

Type the following in the space provided. This passage has about 112 words.

Such information as we—that is, the big public—possess on this subject has come to us in a rather indirect way, apropos of President Truman's decision not to hand over certain secrets to the USSR. Some months ago, when the bomb was still only a rumour, there was a widespread belief that splitting the atom was merely a problem for the physicists, and that when they had solved it a new and devastating weapon would be within reach of almost everybody. (At any moment, so the rumour went, some lonely lunatic in a laboratory might blow civilisation to smithereens, as easily as touching off a firework.)

words typed for 30 seconds.

EXERCISE 60



TIMED PRACTICE 4

This timed practice focuses on sentences. Each sentence builds in length from 2 standard words to 20 standard words. Each sentence increases by one word. It is done in such a way to help you increase your speed and accuracy. You have 25 seconds to complete this exercise. This is your seventh timed practice. Keep a record of your speed and accuracy.

Type the following in the space provided.

“Don’t, Jo.”

It’s so boyish!

“That’s why I do it.”

Birds in little nests agree.

“She did take off the papers.”

No cloud of ringlets appeared above.

words typed for 30 seconds.

EXERCISE 61



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

Type the following in the space provided.

1. Some years ago, a friend took me to the little Berkshire church. (Actually it is a few miles from Bray.) In the churchyard there stands a magnificent yew tree which, according to a notice at its foot, was planted by no less a person than the Vicar of Bray himself. And it struck me at the time as curious that such a man should have left such a relic behind him.
2. The Vicar of Bray could hardly be described as an admirable character. Yet, after this lapse of time, all that is left of him is a comic song and a beautiful tree, which has rested the eyes of generation after generation and must surely have outweighed any bad effects which he produced by his political quislingism.

EXERCISE 62



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

Type the following in the space provided.

A NICE CUP OF TEA (1946)

If you look up 'tea' in the first cookery book that comes to hand you will probably find that it is unmentioned; or at most you will find a few lines of sketchy instructions which give no ruling on several of the most important points.

This is curious, not only because tea is one of the main stays of civilization in this country, as well as in Eire, Australia and New Zealand, but because the best manner of making it is the subject of violent disputes.

EXERCISE 63



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

Type the following in the space provided.

BOOKS VS. CIGARETTES

A couple of years ago a friend of mine, a newspaper editor, was fire watching with some factory workers. They fell to talking about his newspaper, which most of them read and approved of, but when he asked them what they thought of the literary section, the answer he got was: "You don't suppose we read that stuff, do you? Why, half the time you're talking about books that cost twelve and sixpence! Chaps like us couldn't spend twelve and sixpence on a book." These, he said, were men who thought nothing of spending several pounds on a day trip to Blackpool.

This idea that the buying, or even the reading, of books is an expensive hobby and beyond the reach of the average person is so widespread that it deserves some detailed examination.

EXERCISE 64



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

Type the following in the space provided.

An Abstract from: "Little Women" Author: Louisa May Alcott

CHAPTER ONE – PLAYING PILGRIMS

"Christmas won't be Christmas without any presents," grumbled Jo, lying on the rug. "It's so dreadful to be poor!" sighed Meg, looking down at her old dress. "I don't think it's fair for some girls to have plenty of pretty things, and other girls nothing at all," added little Amy, with an injured sniff. "We've got Father and Mother, and each other," said Beth contentedly from her corner. The four young faces on which the firelight shone brightened at the cheerful words, but darkened again as Jo said sadly, "We haven't got Father, and shall not have him for a long time."

EXERCISE 65



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

Type the following in the space provided.

She didn't say "perhaps never," but each silently added it, thinking of Father far away, where the fighting was. Nobody spoke for a minute; then Meg said in an altered tone, "You know the reason Mother proposed not having any presents this Christmas was because it is going to be a hard winter for everyone; and she thinks we ought not to spend money for pleasure, when our men are suffering so in the army. We can't do much, but we can make our little sacrifices, and ought to do it gladly. But I am afraid I don't," and Meg shook her head, as she thought regretfully of all the pretty things she wanted.

EXERCISE 66



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

Type the following in the space provided.

1. The books that I have counted and priced are the ones I have here, in my flat. I have counted only those books which I have acquired voluntarily, or else would have acquired voluntarily, and which I intend to keep. In this category, I find that I have 442 books, acquired in the following ways:

2. Bought (mostly second-hand) 251
Given to me or bought with book tokens 33
Review copies and complimentary copies 143
Borrowed and not returned 10
Temporarily on loan 5
Total 442

3. Now as to the method of pricing. Those books that I have bought I have listed at their full price, as closely as I can determine it. I have also listed at their full price the books that have been given to me, and those that I have temporarily borrowed, or borrowed and kept.

4. The costs were as follows:

Bought \$369

Gifts \$100

Review copies, etc \$259

Borrowed and not returned \$469

On loan \$300

Shelves \$200

Total \$1,697

Adding the other batch of books that I have elsewhere, it seems that I possess altogether nearly 900 books, at a cost of \$2562.

