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Study Assistant 10 Simple Lessons For Keyboarding



KEYBOARDING

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



S and L Finger Keys

Observe the S and L Finger Keys.



EXERCISE 17

Practice the keys.

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

1. sws sws sws swssw swswws sws sws sws swssw swswws

2. sit sit sit sits sits sits sws swss sit sit sit sits sits sits sws swss

3. wet wet wet tex tex tex sit sit sit wet wet wet tex tex tex sit sit sit

4. sit sit sit lol lol lol l.l l.l l.l sws sws sit sit sit lol lol lol l.l l.l l.l sws sws

5. lot lot lot co. co. co. lol lol lol low low low old old old lot co. lol low old

6. SWSXS SWSXS SWSXS SWSXS SWSXS SWSXS SWSXS SWSXS SWSXS SWSXS

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

The S/L, F/J, and D/K finger keys. Observe the illustration below.



EXERCISE 18



Drill **F/J**, **S/L**, **D/K** 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. lot of men sit, lot of men fly, lot of men **enter**
sit on the wet, sit on the gum, sit on the fur **enter**
dime dim dine, kid did red, cue to fix.

2. co. is fun, co. is buy, co. is but **enter**
buy gum for me, buy gum for him, **enter enter**

3. buy gum for her, buy gum for guy **enter**
my gum, his gum, her gum, they go to buy gum

4. fur is fun too, guy is fun too, hut is fun, jut vug **enter**
my dim jim. kid red cue **enter**
red red hut