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Study Assistant 10 Simple Lessons For Keyboarding

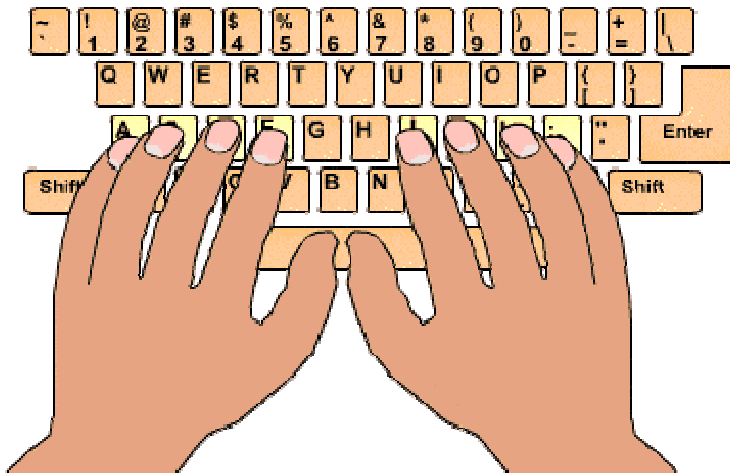


KEYBOARDING

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



CONTINUE - WARM-UP EXERCISE

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

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

2. asdf ;lkj fg jh ft jy fb jn fv jm fr ju

D and K Finger Keys

The **D** finger strikes the **E** and **C** keys. The **K** finger strikes the **I** and **,** keys. When you type the comma, always put a space after it - not before.



EXERCISE 9

Place your fingers on the home-row keys. With the **D** finger touch the **E** key, back to the **D**. Then touch the **C** and return to the **D**. Repeat this three times while you say the letters aloud.

Now, with the **K** finger touch the **I** key, back to the **K**. Then touch the **,** and return to the **K**. Repeat this three times while you say the letters aloud.

EXERCISE 10



Type the following while you say each of the letters aloud.

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

1. ded dcd dedcd dedcd ede cdc

2. ded dcd dedcd dedcd ede cdc

3. kik k,k kik k,k kik,k

4. kik k,k kik k,k kik,k

EXERCISE 11



Practice typing key words.

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

1. jim jim jim kid kid kid dim dim
2. red red red cue cue cue my my my
3. jim kid dim red my cue, jim kid dim red my cue,
4. kid red cue, dim my, jim cue my,
5. my kid jim, my red cue,

EXERCISE 12



More practice.

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

1. fur fun gun fur fun gun fur fun gun gum gum

2. guy but buy gut buy guy hut hut buy but

3. jut jut bug vug jim jim bug vug dim dim jim

4. kid kid red red cue my cue my kid red, my, cue,

EXERCISE 13



Review

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

1. dedcd kik,k juyjnjmj **enter**
fur fun gun buy hut jut jug **enter**
fur fun gun buy hut jut jug **enter enter**

2. jim dim kid, red cue my, my cue red jim dim **enter**

F/J and D/K Finger Keys

Review the **F/J** and **D/K** finger keys. Observe the illustration below.



EXERCISE 14

Review **F/J** and **D/K** finger keys. Use your pinky finger to strike the **Enter** key at the end of a line. If you make an error, continue typing. When you are done, compare what you typed with the instruction. Repeat the exercise at least three times.

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

1. he he he re re re by by by ice ice ice her her her dug dug dug

2. hi hi hi her her her by by by he he he men men men

3. rug rug rug dug dug dug it it it in in in me me me

4. ice ice ice tie tie tie in in in rug rug dig dig ben ben ben

5. did did did the the the but but but him him him her her her

6. the the the ice ice ice buy buy buy rug rug rug her her her

You can increase your speed on these common words if you are able to type them faster.

Type the following in the space provided

1. jim in the fun but kid red cue **enter**
in my dim, **enter enter**
guy buy the red cue

EXERCISE 15

Review **F/J** and **D/K** finger keys. Use your pinky finger to strike the **Enter** key at the end of a line. If you make an error, continue typing. When you are done, compare what you typed with the instruction. Repeat the exercise at least three times.

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

1. fur fun fur gun gum guy **enter**
fur fun fur gun gum guy **enter**
but buy be, **enter enter**

2. jim my cue in,