

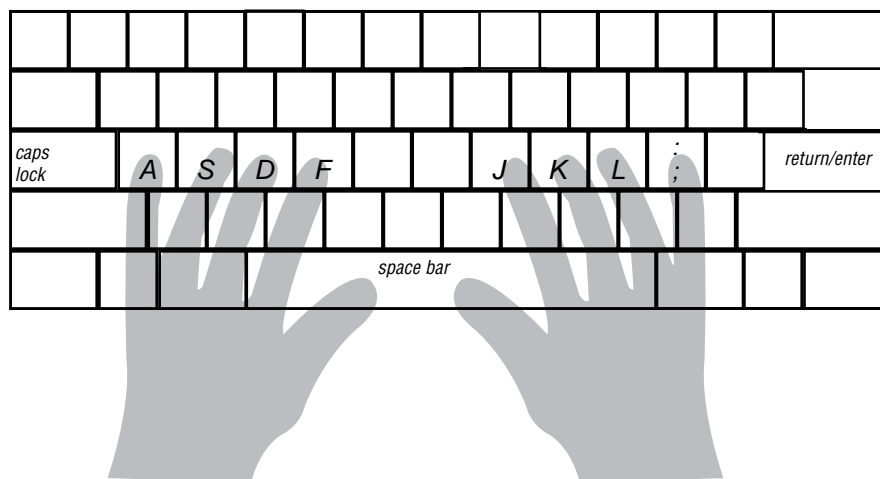
Table of Contents

Why Teach Computer Keyboarding	4
Using Word Processing Software	4
Teaching Keyboarding	5
Introduction to the Course	7
Lesson 1: Introduction to Keyboarding (8 Keys)	7
Lesson 2: Move Index Finger (10 Keys)	13
Lesson 3: Start Upper Row (14 Keys)	15
Lesson 4: More Upper Row (18 Keys)	17
Lesson 5: Whole Upper Row (20 Keys)	19
Lesson 6: Start Lower Row (24 Keys)	21
Lesson 7: The Complete Alphabet	23
Lesson 8: Four Types of Drills	25
Lesson 9: More Drills and the Period	27
Lesson 10: Use the Shift Key	29
Lesson 11: Use the Comma	31
Lesson 12: Building Rhythm	33
Lesson 13: The Famous Drill Sentence	35
Lesson 14: Use the Question Mark and Tab Keys	37
Lesson 15: A Friendly Letter	39
Lesson 16: Building Speed (Timed Test)	41
Lesson 17: Use Quotation Marks	43
Lesson 18: Special Keys and Operating Controls	45
Lesson 19: Three New Symbols; A Business Letter	47
Lesson 20: Final Timed Drill	49
300 Instant Words	51
Spelling Demons	57
Keyboarding Progress Chart	59
Computer Keyboard	61
Keyboarding Diploma	63

Lesson 1: Introduction to Keyboarding (8 Keys) *(cont.)*

To get ready to type, place the four fingers of each hand on the middle row of the keyboard as shown in the illustration below. Rest your eight fingers lightly on the A, S, D, F, J, K, L, and ; keys. Both thumbs should be on the Space Bar key so that you can use either thumb to press this bar and add a space between letters or words when needed. This is the “home” position. Always begin keyboarding by placing your fingers in this position. Some keyboards even have a raised dot or line on the F and J keys so that you can feel instantly if your index fingers are in the correct home position. (Other keyboards have raised dots on the D and K keys for the middle fingers.)

Place your fingers in the home position. Remember to hit the Space Bar to add a space when needed, and use the little finger on your right hand to press the Return or Enter key at the end of each line. To add a blank line, hit the Return or Enter key twice. If you make a mistake, finish the line; then type it again correctly. Concentrate on pressing the correct keys with the proper fingers—not on how fast you can type.



Exercise 1

Now, looking only at this page (not the computer keyboard or monitor), input the following:

JF JF JF JF JF JF
FJ FJ FJ FJ FJ FJ

SAL; SAL; SAL; SAL;
JDKF JDKF JDKF JDKF

FDJK FDJK FDJK FDJK
KDJF KDJF KDJF KDJF

LAS; LAS; LAS; LAS;
JSLD JSLD JSLD JSLD

LAD; LAD; LAD; LAD;
FAJ; FAJ; FAJ; FAJ;

KFA; KFA; KFA; KFA;
SDJL SDJL SDJL SDJL

Lesson 7: The Complete Alphabet

Hooray! At the conclusion of this lesson, you will know finger placement for the complete alphabet. The Z, X, and C are the three remaining letters to learn, and they are all located in the bottom row on the left side. In fact, all three letters are typed by the left hand.

Use the left little finger to type the Z, the left ring finger to type the X, and the left middle finger to type the C. Look at the chart below for proper finger placing.



Exercise 7

Without looking at the keys or monitor, input the following:

DCDC DCDC DCDC DCDC DCDC
SXSX SXSX SXSX SXSX SXSX
AZAZ AZAZ AZAZ AZAZ AZAZ

CLO CLO CLO CLO CLO CLO
FGHJ FGHJ FGHJ FGHJ FGHJ

LOSW LOSW LOSW LOSW LOSW
PAQ PAQ PAQ PAQ PAQ PAQ

EXY EXY EXY EXY EXY EXY
ZKM ZKM ZKM ZKM ZKM

JIR JIR JIR JIR JIR JIR
FTY FTY FTY FTY FTY FTY

HEW HEW HEW HEW HEW HEW
ZJ; ZJ; ZJ; ZJ; ZJ; ZJ;

IT IT IT IT IT IT IT IT
OF OF OF OF OF OF OF OF

JHUS JHUS JHUS JUHS JHUS
QUH QUH QUH QUH QUH QUH

SEL SEL SEL SEL SEL SEL
SXJM SXJM SXJM SXJM SXJM

FVRH FVRH FVRH FVRH FVRH
READ READ READ READ READ

NOW NOW NOW NOW NOW NOW
COP COP COP COP COP

XKN XKN XKN XKN XKN
HYZ HYZ HYZ HYZ HYZ

BVD BVD BVD BVD BVD

Now, type your own name five times.