

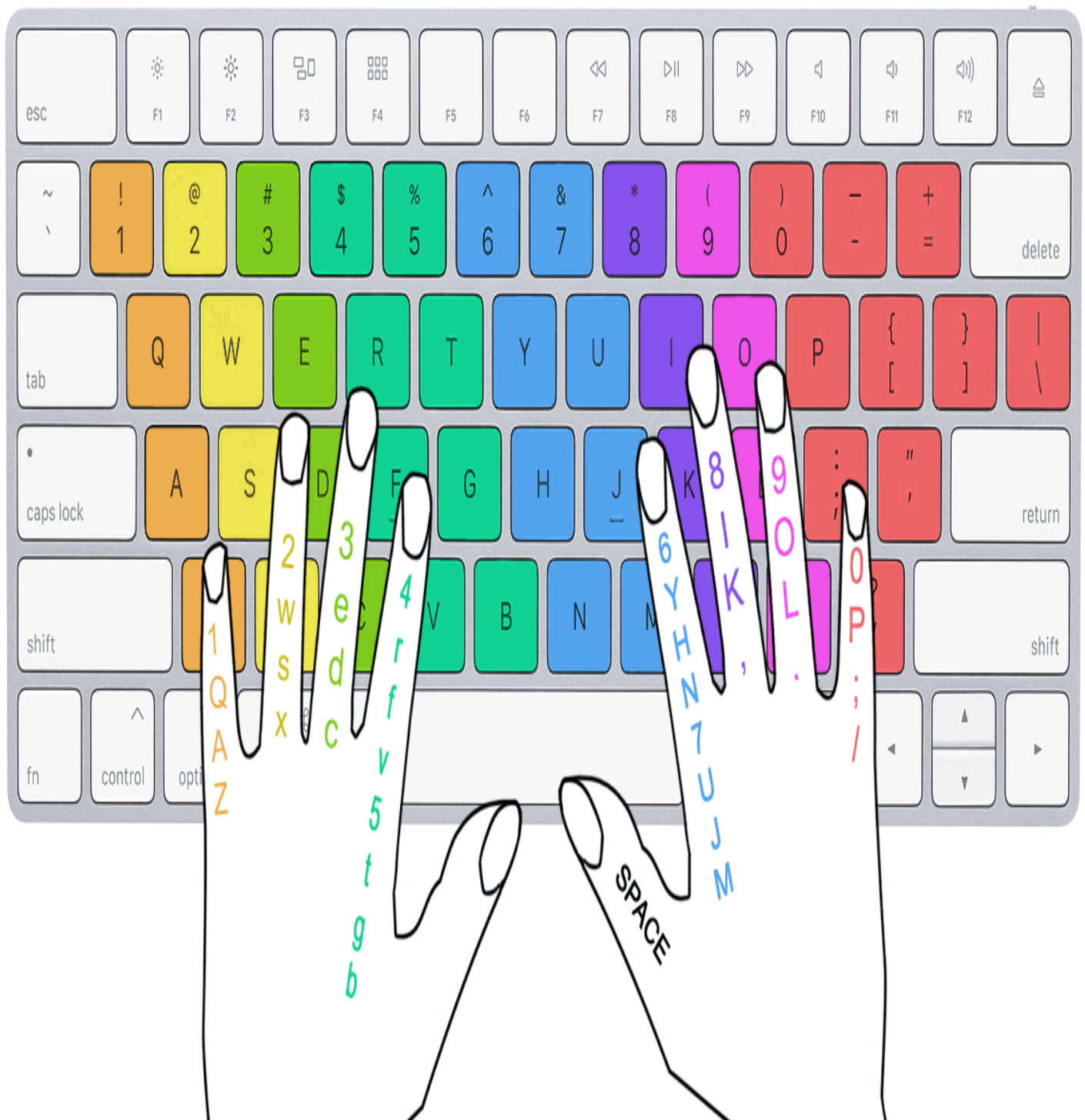
# TYPING LESSONS & EXERCISES



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## Typing/Keyboarding Lessons



# Typing/Keyboarding Lessons

## Lesson 1:

The **home row** of the keyboard is the most important to the touch-typist.

When at rest the typist's fingers are positioned, lightly, on the **A-S-D-F** keys for the **left hand**, and the **J-K-L-;** keys for the **right hand**.

- The **left index finger** will control the **F** and **G** keys, the **right index finger** will control the **J** and **H** keys.
- The **left middle finger** will control the **D** key, the **right middle finger** will control the **K** key.
- The **left ring finger** will control the **S** key; the **right ring finger** will control the **L** key.
- The **left little finger** will control the **A** key, the **right little finger** will control the **;** key.
- The **spacebar** is controlled by the **right thumb**.

The home row.									
LEFT HAND					RIGHT HAND				
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
A	S	D	F	G	H	J	K	L	;

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

The **F** and **J** keys often have **small raised bumps** on their tops, a physical aid for the typist.

The locations of all the other keys on the keyboard are learned in relation to these **home keys** so the typist must be able to find the **home keys** by touch.

Using the **raised bumps** on the **F** and **J** keys as a guide, see if you can put your fingers on the **home row** correctly, *without looking at the keyboard*. No peeking.

Make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level, and remember - take regular breaks.

When you are ready to begin, start an exercise and strike the key requested. Try not to look at the keyboard. It will be difficult at first but as the exercise progresses you will find it becomes easier and your fingers will begin to move without you consciously deciding which finger is associated with which key.

You may find it helpful to *quietly* say the name of the key as you strike it.

Don't let your mistakes cause you to lose heart, typing is a skill that can be learned by practice.

## Lesson 1 Exercises:

### Exercise 1:

Please type

asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl; ;lkjh gfdsa ;lkjh gfdsa

### Exercise 2:

Please type

ah had lag slag ah had lag slag ah had ah had lag slag

## Typing/Keyboarding Lessons

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### **Exercise 3:**

Please type

hash flash ask has hash flash ask has hash hash flash ask hash

### **Exercise 4:**

Please type

dash gash lash dash gash lash dash gash lash dash gash lash

### **Exercise 5:**

Please type

lad sash flag lad sash flag lad sash flag lad sash flag lad sash

### **Exercise 6:**

Please type

fall gall hall lass fall gall hall lass fall fall gall hall lass fall

### **Exercise 7:**

Please type

glass alfalfa adds glass alfalfa adds glass alfalfa adds glass alfalfa

### **Exercise 8:**

Please type

sad shall salad sad shall salad sad shall salad sad shall salad sad shall

### **Exercise 9:**

Please type

ash glad alas ash glad alas ash glad alas ash glad alas ash glad alas

### **Exercise 10:**

Please type

all flask half all flask half all flask half all flask half all flask half

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### Lesson 2:

The third row of the keyboard is the **Q-W-E-R-T-Y** row.

- The **left index finger** will control the **R** and **T** keys, the **right index finger** will control the **Y** and **U** keys.
- The **left middle finger** will control the **E** key, the **right middle finger** will control the **I** key.
- The **left ring finger** will control the **W** key, the **right ring finger** will control the **O** key.
- The **left little finger** will control the **Q** key, the **right little finger** will control the **P** key.

The QWERTY row.									
LEFT HAND					RIGHT HAND				
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	;

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

In our last lesson we learned the locations of the **home row** keys, enough in themselves to allow us to type some words without looking at the keyboard already.

The QWERTY row, is also the hardest working. Four of the five vowels, **E-I-O-U** are to be found in this row. After completing the second lesson you should discover that you are already well on the way to being a typist and your fingers are becoming ever more adept at finding the right key without your conscious thought.

Before you begin typing make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level.

As before, you may find it helpful to *quietly* say the name of the key as you strike it. Don't let your mistakes cause you to lose heart, typing is a skill that can be learned by practice.

### Lesson 2 Exercises:

#### Exercise 1:

Please type

qwert yuiop qwert yuiop ; poiuy trewq poiuy trewq qwert yuiop qwert

#### Exercise 2:

Please type

till quail tight yell; will those feat lake hash till quail tight yell; will

#### Exercise 3:

Please type

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wire this flay queue; there rail sale gypsy is wire this flay queue; there

### **Exercise 4:**

Please type

usher wake yaw tide; quash their light rash that usher wake yaw tide;

### **Exercise 5:**

Please type

slit guide tale rage; the depth quest your these slit guide tale rage;

### **Exercise 6:**

Please type

tale trash slide day; take urge wages wake typist tale trash slide day;

### **Exercise 7:**

Please type

play rest jaw quail; why fell its well peat two play rest jaw quail; why

### **Exercise 8:**

Please type

typed sure peep sill; ogre rate quell paw yap use typed sure peep sill;

### **Exercise 9:**

Please type

if do pit dug wary; quaff law stop lair gate here if do pit dug wary;

### **Exercise 10:**

Please type

go her with hit; fight tug quill day saw yippee go her with hit; fight tug

## Typing/Keyboarding Lessons

### Lesson 3:

Once you have mastered the first row first row of the keyboard, the **Z-X-C-V-B** row, **you will have learned all the alpha keys on the keyboard**, the most popular punctuation keys. We will also introduce capitals letters in this lesson.

Your keyboard should have two shift keys, one to the left, one to the right. The typist will use the little finger of their inactive hand to work one of the shift keys when capitals are needed.

So, if you are to type a **capital R**, you will strike the **R** key with the **index finger of your left hand** while depressing the **shift key** with the **little finger of your right hand**.

The **left index finger** will control the **V** and **B** keys, and the **right index finger** will control the **N** and **M** keys.

- The **left middle finger** will control the **C** key, and the **right middle finger** will control the **,** key.
- The **left ring finger** will control the **X** key, and the **right ring finger** will control the **.** key.
- The **left little finger** will control the **Z** key, and the **right little finger** will control the **/** key.
- The **left shift key** is controlled by the **left little finger** and the **right shift key** is controlled by the **right little finger**

LEFT HAND					RIGHT HAND				
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	;
Z	X	C	V	B	N	M	,	.	/

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

Some people find the downward stretching for the new finger positions awkward at first but it soon passes.

Before you begin typing make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level.

Once again, you may find it helpful to *quietly* say the name of the key as you strike it. Typing is a skill that can be learned by practice.

### Lesson 3 Exercises:

#### Exercise 1:

Please type

zxcvb nm,./ zxcvb nm,./ /.,mn bvcxz /.,mn bvcxz zxcvb nm,./ zxcvb

#### Exercise 2:

Please type

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by, zip wean trying stump shrink rice ping/ mail by, zip wean trying

### **Exercise 3:**

Please type

king fan crick, chill block. back abbot. aflame/ mix king fan crick, chill

### **Exercise 4:**

Please type

zest win, thump skunk. plain muffin, knight/ exit zest win, thump skunk.

### **Exercise 5:**

Please type

daring. choke bishop. admit twine sultan, sing/ roman daring. choke

### **Exercise 6:**

Please type

pink, nicest mate knit. groan flock, divide coop/ advice pink, nicest

### **Exercise 7:**

Please type

vilest turbot, track snick scoot revoke. rein/ paving vilest turbot, track

### **Exercise 8:**

Please type

Office. Meat. Lean. Hiking. Feline. Decay. Clash. Bright. Office. Meat.

### **Exercise 9:**

Please type

Bump. Prank. Bate. Turnip. Bap. Aging. Aback. Wombat. Vine.

### **Exercise 10:**

Please type

Vexing. Typing. Being. Sump. Faxing. Rink. Blot. Nice.



## Typing/Keyboarding Lessons

### Lesson 4:

In our first three lessons we covered the first three rows of the keyboard. This being our fourth lesson, we cover the fourth row. The **number row**.

- The **left index finger** will control the **4** and **5** keys, the **right index finger** will control the **6** and **7** keys.
- The **left middle finger** will control the **3** key, the **right middle finger** will control the **8** key.
- The **left ring finger** will control the **2** key, the **right ring finger** will control the **9** key.
- The **left little finger** will control the **1** key, the **right little finger** will control the **0** key.

The number row.									
LEFT HAND					RIGHT HAND				
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	;
Z	X	C	V	B	N	M	,	.	/

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

**The number row** presents a unique challenge to the typist. It is the furthest from the typist's fingers' resting position, the **home row**. These exercises will try to accustom you to the *range* of movement your fingers must achieve when dealing with a mixture of alpha-numeric keystrokes.

We shall also, in this lesson, build on our use of the shift keys and capital letters introduced in the last lesson.

When you are ready to begin the lesson start an exercise and strike the key requested. Try not to look at the keyboard, it will be difficult at first but as the exercise progresses you will find it becomes easier and your fingers will begin to move without you consciously deciding which finger is associated with which key.

Before you begin typing make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level, and remember to take regular breaks.

As before, you may find it helpful to *quietly* say the name of the key as you strike it.

### Lesson 4 Exercises:

#### Exercise 1:

Please type

12345 67890 12345 67890 09876 54321 09876 54321

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### **Exercise 2:**

Please type

380, 157, 062, 519.238, 406, 925, 640, 502.798, 256

### **Exercise 3:**

Please type

A1 S2 D3 F4 G5 H6 J7 K8 L9 ;0 9l 8k 7j 6h 5g 4f 3d 2s 1a

### **Exercise 4:**

Please type

Moscow 013 Sofia 982 Nuuk 176 Riga 541 Vilnius 194

### **Exercise 5:**

Please type

32A Rome 174B Paris 985 Berlin 681 Madrid 704 Vienna

### **Exercise 6:**

Please type

831 Warsaw 495 Amsterdam 672 Brussels 140 Copenhagen

### **Exercise 7:**

Please type

640 Prague 135 Bratislava 217 Nicosia 489 Tallinn 810

### **Exercise 8:**

Please type

7.72 Helsinki 6.39 Athens 7.02 Valletta 14.2 Lisbon 87.6

### **Exercise 9:**

Please type

16.9 Ljubljana 0.24 Stockholm 81.3 Dublin 5.39 Oslo 71.6

### **Exercise 10:**

Please type

76.9 Belgrade 1.35 Reykjavik 72.0 Bern 86.4 Kiev

## Typing/Keyboarding Lessons

### Lesson 5:

This is the last lesson in our typing course. You should by now be more comfortable with typing. Hands on the keyboard, eyes on the screen; both your accuracy and your speed will improve with practice.

The exercises in this lesson focus on practicing the different character keys.

Lowercase - the shift key is NOT held down.													
LEFT HAND							RIGHT HAND						
LF	LF	RF	MF	IF	IF	IF	IF	MF	RF	LF	LF	LF	
	1	2	3	4	5	6	7	8	9	0	-	=	
	q	w	e	r	t	y	u	i	o	p	[	]	
	a	s	d	f	g	h	j	k	l	;	'	\	
`	z	x	c	v	b	n	m	,	.	/			

UPPERCASE - the shift key IS held down.													
LEFT HAND							RIGHT HAND						
LF	LF	RF	MF	IF	IF	IF	IF	MF	RF	LF	LF	LF	
	!	@	#	\$	%	^	&	*	(	)	_	+	
	Q	W	E	R	T	Y	U	I	O	P	{	}	
	A	S	D	F	G	H	J	K	L	:	"		
~	Z	X	C	V	B	N	M	<	>	?			

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

Before you begin typing make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level, and remember to take regular breaks.

When you are ready to begin the lesson, select an exercise and strike the key requested. Try not to look at the keyboard, it will be difficult at first but as the exercise progresses you will find it becomes easier and your fingers will begin to move without you consciously deciding which finger is associated with which key.

As always, you may find it helpful to *quietly* say the name of the key as you strike it.

### Lesson 5 Exercises:

#### Exercise 1:

Please type

!@#\$% ^&\*()\_+ +\_)(\*&^ %\$#@! !@#\$% ^&\*()\_+

## Typing/Keyboarding Lessons

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### **Exercise 2:**

Please type

```
;/ p[] 0-= -0 ][p /'; ;'/ p[] =-
```

### **Exercise 3:**

Please type

```
1'1 1;1 ;/; ,<, .>. /?/ ;; "" \|\ } } [ { [
```

### **Exercise 4:**

Please type

```
#15 @ $56.80 = 17%, 15*(12+3)=15^2, 2- !=4-2
```

### **Exercise 5:**

Please type

```
if($totalqty = 0) {echo "you did not order anything"};
```

### **Exercise 6:**

Please type

```
if(document.images) && (prelodFlag ==)) {for var i=0
```

### **Exercise 7:**

Please type

```
>>> for n in [1, 2, 3]: print n; %d x 7 = %d % (j,j*7)
```

### **Exercise 8:**

Please type

```
void main() {int angle_degree; double angle_radian. pi
```

### **Exercise 9:**

Please type

```
if(chair $where){ #we got there } else { #not }
```

### **Exercise 10:**

Please type

```
if (index >= size) throw new ArrayIndexOutOfBoundsException
```