



Home Row: New Keys (a ;)

In this lesson you will use your little fingers (pinkies) and thumb. Starting with your left hand put your pinky on "a" and your other fingers will rest lightly on the "s" "d" and "f" keys. Notice that the "f" key has a bump on it so that your fingers can always find your way back home. For this reason we call the row that your fingers are on "home row." Your right hand should rest on the keyboard as follows: pinky on ";" (semi-colon), and the rest of your right hand fingers will be on the "l" "k" and "j" keys. Again notice that the "j" key has a bump on it too, both the "f" and "j" keys are very important because by feeling for the bumps you will not need to look at your

The space bar is the key to the right of the home row. The space bar is the key to the right of the home row.

Keyboarding Drills For Practice

Scot Ober



Keyboarding Drills For Practice:

First Course Keyboarding and Document Processing Sixth Edition A. M. Drummond, Anne Coles-Mogford, 2014-11 New technology is having a dramatic effect on the office world accordingly the secretarial role is changing In the light of this development First Course the comprehensive elementary typing programme has been completely revised and updated First Course Sixth Edition provides a flexible keyboarding text that is planned and designed for the success of the individual in an open learning situation or in a group setting [Essential Guide to Teaching Keyboarding](#) Ask a Tech Teacher, 2019-12-29 A keyboard curriculum for K 8 that can be taught in 45 minutes a week 15 minutes in class and 30 minutes at home Drill games quizzes kids love it You may think it impossible to find an effective keyboard curriculum for the skimpy forty five minutes a week you can devote to keyboarding You teach what you can but it always seems to be the same lessons hands on home row good posture eyes on copy You wonder if it s making a difference or if it matters Yes it does and there is a way It requires a plan faithfully executed with your eye relentlessly on the goal but if you commit it works In this book *The Essential Guide to Teaching Keyboarding in 45 Minutes a Week a K 8 Curriculum* I ll share a unique keyboarding curriculum for K 8 that I ve seen work on thousands of students The book includes A summary of the literature Answers to questions like Can youngsters learn to keyboard and should they Importance of the teacher The K 8 curriculum includes a lot more variety than keyboard exercises on installed software Here s a rundown of pieces used Keyboarding software yes you do need repetition Online keyboarding websites Age appropriate use of hand covers Quarterly speed accuracy quizzes Quarterly blank keyboarding quizzes Monthly homework Wall charts to support learning and display evidence of success Grading based on student improvement not conformity to class norms You ll learn practical strategies on how to blend these pieces each added at the right time to teach the keyboarding skills required for today s classroom Each lesson includes Overview Objectives and steps Best Practices Extensions Trouble shooting Where to get help Note to readers Color shown in the sample image gallery are included in PDF version only If you re looking for the K 8 keyboard curriculum with student workbooks click here

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A Comparative Experiment in Simplified Keyboard Retraining and Standard Keyboard Supplementary Training United States.

General Services Administration,Earl Poe Strong,1956

Touch Typing for Beginners Arthur Lamford,2023-12-11

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