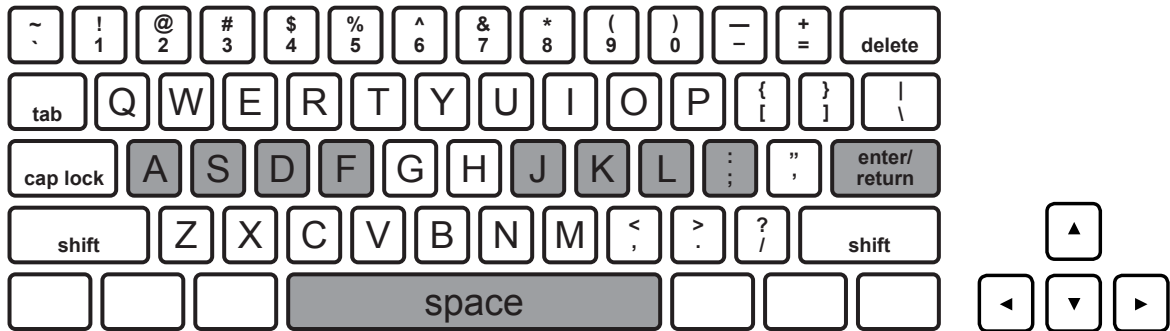# Home Row

> **Check your posture before you start to key.**

- Sit up straight and place both feet flat on the floor.
- Relax your shoulders and look at the screen.

> **Find the home row.**

- Place your left hand over the keys A S D F with one finger on each key.
- Place your right hand over the keys J K L ; with one finger on each key.
- Now find the enter/return key and the space bar.
- Use your thumb to tap the space bar.
- Reach your ; finger to tap the enter/return key.

> **Practice keyboarding.**

- Key the letters and spaces in each line below. Do not key the numbers.
- Tap the enter/return key to start a new line.
- When you finish, go to File/Save and save your work as **Keyboarding 1.1**.

1. a space s space d space f space j space k space l space ; enter/return
2. ad space sf space jl space k; space ad space sf space jl enter/return
3. fj space dk space sl space a; space dk space sl space a; enter/return
4. asdf space jkl; space asdf space jkl; space asdf space jkl; enter/return
5. sa space as space ld space dl space af space fa space ls enter/return
6. fl space lf space al space la space aj space sk space ks enter/return
7. a space as space ad space ask space lad space fad enter/return
8. as; space all; space ask space dad space ads; space asks enter/return

Navigation

▷ **Start from the home row.**

- Place your hands on the home row.
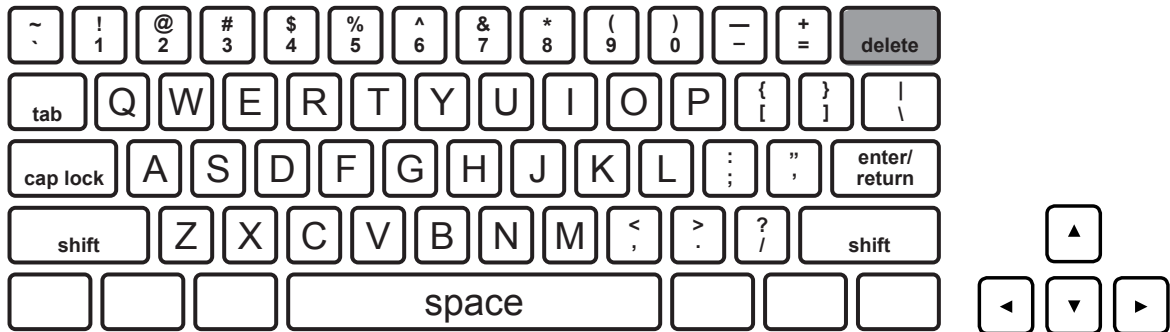
▷ **Find the delete or backspace key, arrow keys, and slide.**

- Find the [delete] key at the top right of the keyboard. On some keyboards there may be a key named backspace and a key named delete. If your keyboard has both of these keys, use the key named backspace.
- Stretch your [;] finger to tap the [delete] key.
- Use [delete] to delete errors when typing.
- Find the arrow keys at the bottom right of the keyboard.
- Use the arrow keys to move the cursor on the screen.
- Find the slide at the far right of the screen.
- Use the mouse or touchpad to click and drag the slide to move the page up or down.

▷ **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 1.2**.

1. Go to File/Open and open Keyboarding 1.1.
2. Use the slide to find line number 2. Use the arrow keys to navigate to the beginning of the line.
3. Use the arrow keys and the [delete] key to delete the first and last letters in the line.
4. Use the arrow keys to move to line number 8.
5. Use the [delete] key to delete the first three words in the line.

Home Row Plus Keys E, H

> **Start from the home row.**

- Place your hands on the home row.
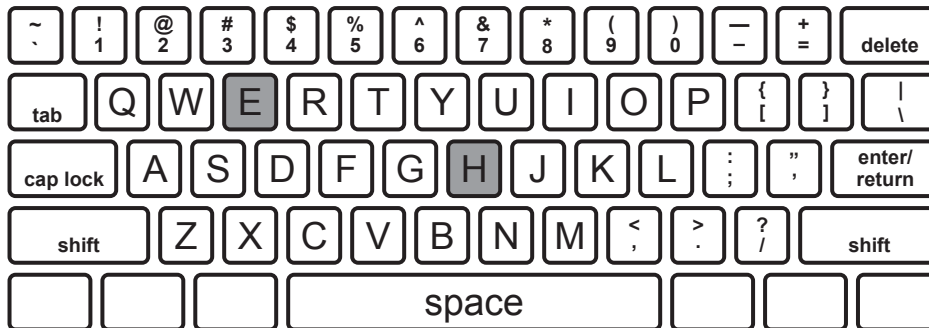
> **Find the keys.**

- Use your ⬚D⬚ finger to tap ⬚E⬚.
- Use your ⬚J⬚ finger to tap ⬚H⬚.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

> **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 1.3**.

1. e ⎡space⎤ h ⎡space⎤ e ⎡space⎤ h ⎡space⎤ eh ⎡space⎤ he ⎡space⎤ ehe ⎡space⎤ heh ⎡enter/return⎤

2. she ⎡space⎤ sells ⎡space⎤ sheds ⎡enter/return⎤

3. he ⎡space⎤ flees ⎡space⎤ fleas ⎡enter/return⎤

4. she ⎡space⎤ held ⎡space⎤ a ⎡space⎤ bee ⎡enter/return⎤

5. ask ⎡space⎤ a ⎡space⎤ seal ⎡enter/return⎤

6. a ⎡space⎤ lass ⎡space⎤ leads ⎡enter/return⎤

7. he ⎡space⎤ shakes ⎡space⎤ a ⎡space⎤ leaf ⎡enter/return⎤

Keys G, I

▸ **Start from the home row.**

- Place your hands on the home row.

▸ **Find the keys.**

- Use your F finger to tap G.
- Use your K finger to tap I.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

▸ **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
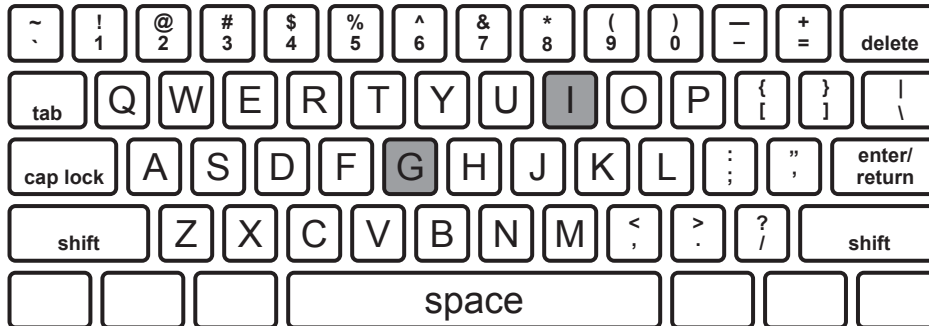- When you finish, go to File/Save to save your work as **Keyboarding 2.1**.

1. g [space] i [space] g [space] i [space] gi [space] ig [space] gig [space] igi [enter/return]
2. kid [space] disk [space] glad [enter/return]
3. lid [space] slid [space] gas [enter/return]
4. sigh [space] glide [space] gill [enter/return]
5. hike [space] hide [space] kiss [enter/return]
6. hail [space] sail [space] slide [enter/return]
7. she [space] has [space] a [space] high [space] glide [enter/return]

Keys R, O

> **Start from the home row.**

- Place your hands on the home row.

~ `	! 1	@ 2	# 3	$ 4	% 5	^ 6	& 7	* 8	(9	) 0	— –	+ =	delete

tab Q W E **R** T Y U I **O** P { [}] | \

cap lock A S D F G H J K L ; " enter/return

shift Z X C V B N M < , > . ? / shift

space

> **Find the keys.**

- Use your F finger to tap R.
- Use your L finger to tap O.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

> **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 2.2**.
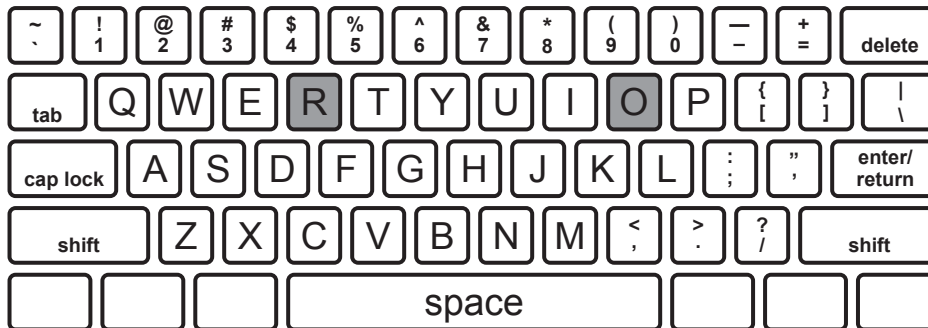
1. r [space] o [space] r [space] o [space] ro [space] or [space] ror [space] oro [enter/return]

2. rash [space] ride [space] rode [space] free [enter/return]

3. grill [space] frill [space] rage [space] ear [enter/return]

4. oil [space] foil [space] old [space] fold [enter/return]

5. or [space] roles [space] goal [space] rose [enter/return]

6. ride [space] a [space] seal [space] free [space] a [space] hog [space] reel [space] a [space] fish [enter/return]

7. drill [space] a [space] hole [space] kiss [space] a [space] kid [space] roll [space] a [space] log [enter/return]

Shift Key, Period

> **Start from the home row.**

- Place your hands on the home row.
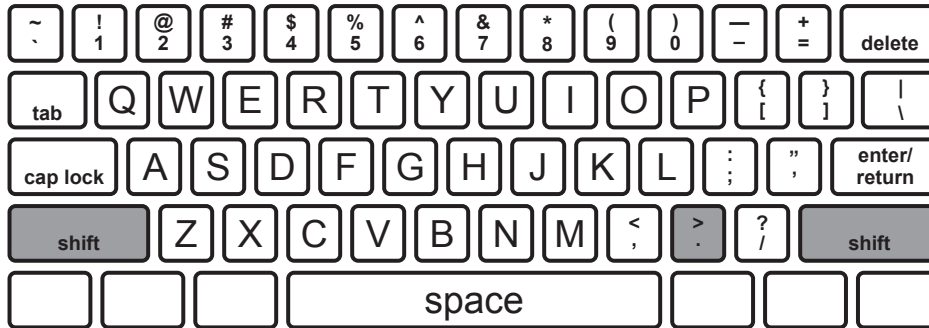
> **Find the keys.**

- Hold down the ⌨shift key as you tap a letter key to type a capital letter.
- Use your ⎄A finger to hold down left-hand ⌨shift.
- Use your ⎄; finger to hold down right-hand ⌨shift.
- Use your ⎄L finger to tap ⎄..

> **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 2.3**.
- Use the right-hand ⌨shift key to type these letters.

1. **A** ⎄space **S** ⎄space **D** ⎄space **F** ⎄space **AA** ⎄space **SS** ⎄space **DD** ⎄space **FF** ⎄enter/return

2. **G** ⎄space **E** ⎄space **R** ⎄space **GG** ⎄space **EE** ⎄space **RR** ⎄space ⎄enter/return

- Use the left-hand ⌨shift key to type these letters.

3. **J** ⎄space **K** ⎄space **L** ⎄space **JJ** ⎄space **KK** ⎄space **LL** ⎄enter/return

- Use ⌨shift and ⎄. to type these abbreviations and names.

4. **Dr.** ⎄space **Jr.** ⎄space **Sr.** ⎄enter/return

5. **Dr.** ⎄space **Jill** ⎄space **D.** ⎄space **Mali** ⎄enter/return

6. **Dr.** ⎄space **R.** ⎄space **J.** ⎄space **Lee** ⎄space ⎄enter/return

7. **Dr.** ⎄space **Sal** ⎄space **Dill** ⎄space ⎄enter/return

Keys T, U

▷ **Start from the home row.**

- Place your hands on the home row.
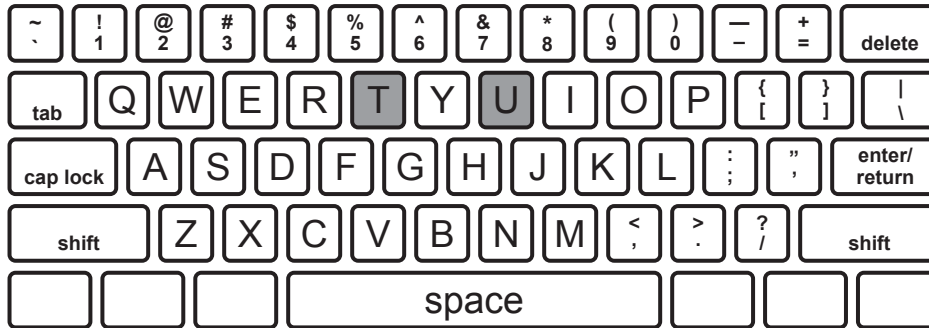
▷ **Find the keys.**

- Use your **F** finger to tap **T**.
- Use your **J** finger to tap **U**.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

▷ **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 3.1**.
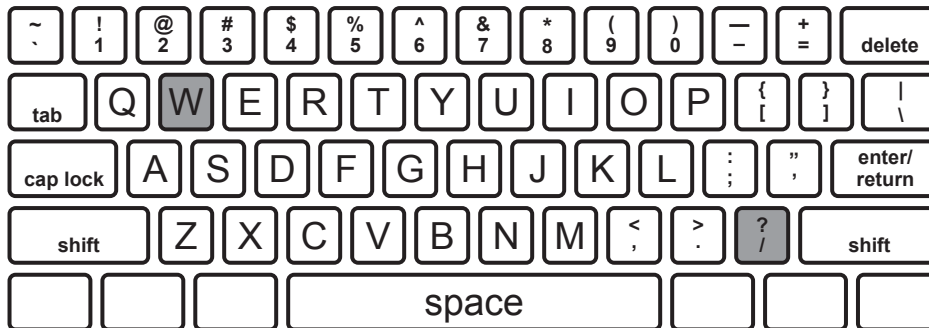
1. **t** space **u** space **t** space **u** space **tu** space **ut** space **tut** space **utu** enter/return

2. **tile** space **toe** space **the** space **that** enter/return

3. **those** space **toast** space **tree** space **treat** enter/return

4. **feet** space **lost** space **roast** space **at** enter/return

5. **use** space **turf** space **rush** space **rude** enter/return

6. **rough** space **dust** space **rug** space **huge** enter/return

7. **sulk** space **hulk** space **tough** space **sole** enter/return

Keys W, ?

> **Start from the home row.**

- Place your hands on the home row.

~ `	! 1	@ 2	# 3	$ 4	% 5	^ 6	& 7	* 8	(9	) 0	_ -	+ =	delete
tab	Q	**W**	E	R	T	Y	U	I	O	P	{ [	}]	\
cap lock	A	S	D	F	G	H	J	K	L	;	" '	enter/ return
shift	Z	X	C	V	B	N	M	< ,	> .	**? /**	shift
			space			

> **Find the keys.**

- Use your ⑤ finger to tap Ⓦ.
- The ⑦ is on the upper part of a key.
- Hold down (shift) with your Ⓐ finger and use your ⨀ finger to tap ⑦.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

> **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 3.2**.

1. w [space] ? [space] w [space] ? [space] w? [space] ?w [space] www [space] ??? [enter/return]
2. was [space] wash [space] were [space] war [enter/return]
3. wool [space] with [space] wig [space] wiggle [enter/return]
4. What? [space] Where? [space] How? [space] Will we? [enter/return]
5. Where [space] is [space] the [space] gold [space] kite? [enter/return]
6. Did [space] Wade [space] ask [space] for [space] a [space] kite? [enter/return]
7. Do [space] kids [space] like [space] kites? [enter/return]
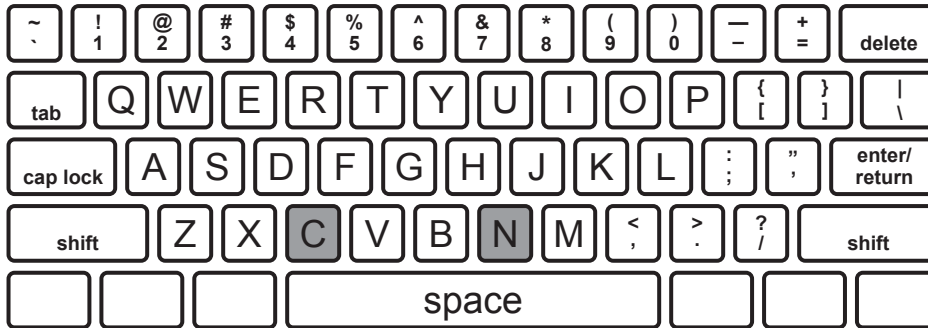8. Did [space] Julio [space] get [space] a [space] kite? [enter/return]

Keys C, N

> **Start from the home row.**

- Place your hands on the home row.

> **Find the keys.**

- Use your D finger to tap C.
- Use your J finger to tap N.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

> **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 3.3**.

1. c [space] n [space] c [space] n [space] cn [space] nc [space] cnc [space] ncn [enter/return]

2. cat [space] car [space] cart [space] chill [enter/return]

3. court [space] chat [space] cost [space] cleat [enter/return]

4. click [space] code [space] sack [space] noon [enter/return]

5. not [space] none [space] note [space] nose [space] north [enter/return]

6. sing [space] song [space] nothing [space] neck [space] cane [enter/return]

7. Did [space] he [space] get [space] a [space] cane? [enter/return]

8. She [space] does [space] not [space] get [space] a [space] code. [enter/return]

Keys P, B

▶ **Start from the home row.**

- Place your hands on the home row.
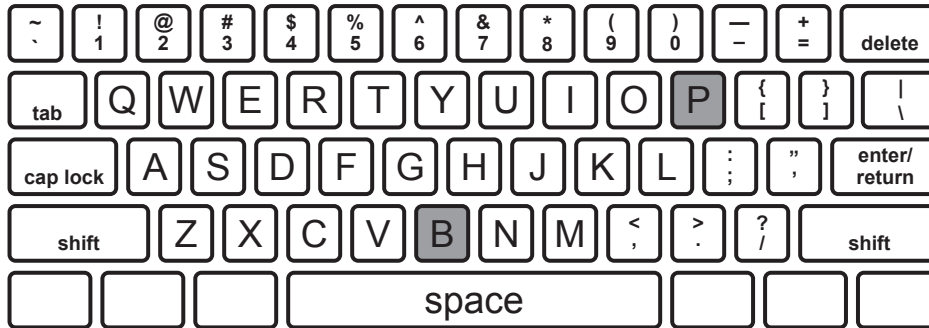
▶ **Find the keys.**

- Use your ⌑;⌑ finger to tap ⌑P⌑.
- Stretch your ⌑F⌑ finger to tap ⌑B⌑.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

▶ **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 4.1**.

1. p [space] b [space] p [space] b [space] pb [space] bp [space] pbp [space] bpb [enter/return]
2. ; [space] ; [space] ; [space] ;p; [space] pool [space] pack [enter/return]
3. pile [space] pail [space] spot [space] peek [space] spike [enter/return]
4. spool [space] phone [space] photo [space] spoons [enter/return]
5. ball [space] base [space] bike [space] pail [space] boot [enter/return]
6. bats [space] bees [space] basket [space] beard [space] beach [enter/return]
7. He [space] has [space] a [space] ball. [enter/return]
8. She [space] does [space] not [space] need [space] space. [enter/return]

Keys M, !

▷ **Start from the home row.**

• Place your hands on the home row.
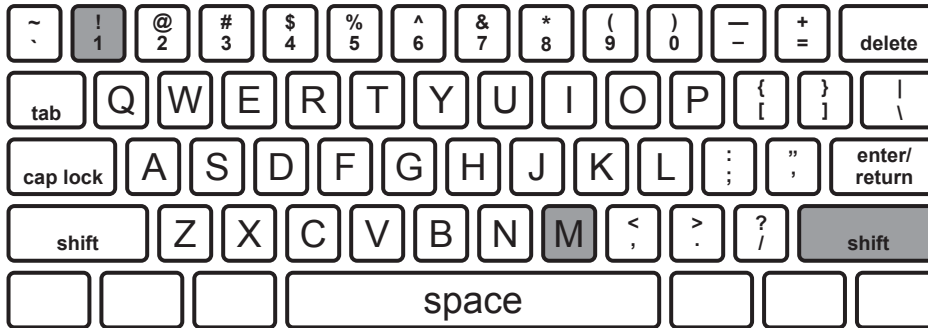
▷ **Find the keys.**

• Use your J finger to tap M.

• Use your ; finger to hold down shift.

• Stretch your A finger to tap !. Since there are two symbols on this key, you need to hold down the shift key when you type an exclamation point.

• Remember to keep your other fingers on the home row.

▷ **Practice keyboarding.**

• Key the marks, words, and spaces in each line below. Do not key the numbers.

• When you finish, go to File/Save to save your work as **Keyboarding 4.2**.

1. m space ! space m space ! space m! space !m space m!m space !m! enter/return

2. moon space month space mess space lamp enter/return

3. come space melting space mother space much enter/return

4. mile space smile space lump space Jump! enter/return

5. What space luck! enter/return

6. She space won space the space race! enter/return

7. How space nice space this space is! enter/return

8. What space a space great space trick! enter/return

Keys Q, Y

▸ **Start from the home row.**

- Place your hands on the home row.

▸ **Find the keys.**

- Use your Ⓐ finger to tap Ⓠ.
- Stretch your Ⓙ finger to tap Ⓨ.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

▸ **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 4.3**.

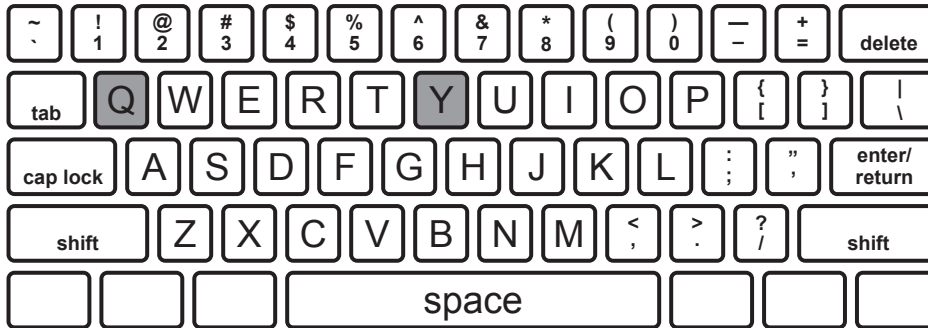1. q ⎡space⎤ y ⎡space⎤ q ⎡space⎤ y ⎡space⎤ qy ⎡space⎤ yq ⎡space⎤ qyq ⎡space⎤ yqy ⎡enter/return⎤

2. year ⎡space⎤ yellow ⎡space⎤ young ⎡space⎤ your ⎡enter/return⎤

3. youth ⎡space⎤ yield ⎡space⎤ yesterday ⎡space⎤ lightly ⎡enter/return⎤

4. quick ⎡space⎤ slowly ⎡space⎤ quit ⎡space⎤ quickly ⎡enter/return⎤

5. Please ⎡space⎤ be ⎡space⎤ quiet! ⎡enter/return⎤

6. Run ⎡space⎤ quickly! ⎡enter/return⎤

7. Go ⎡space⎤ home! ⎡enter/return⎤

8. Try ⎡space⎤ this ⎡space⎤ quick ⎡space⎤ trick! ⎡enter/return⎤

Keys V, Z

▷ **Start from the home row.**

- Place your hands on the home row.

▷ **Find the keys.**

- Use your F finger to tap V.
- Use your A finger to tap Z.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

▷ **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
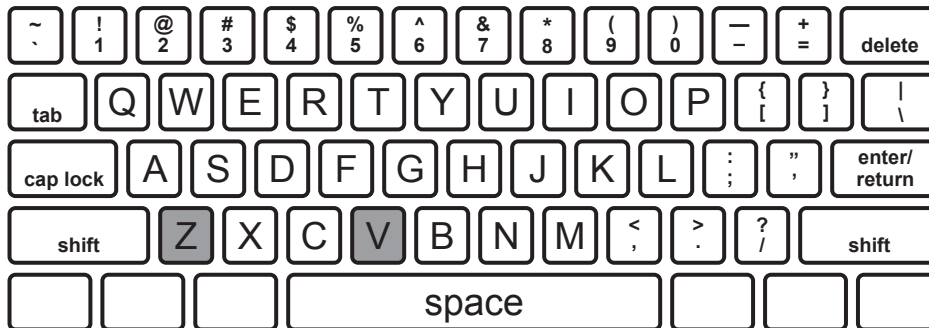- When you finish, go to File/Save to save your work as **Keyboarding 5.1**.

1. **v** space **z** space **v** space **z** space **vz** space **zv** space **vzv** space **zvz** enter/return
2. **vote** space **visit** space **vary** space **vine** enter/return
3. **view** space **every** space **vane** space **oven** enter/return
4. **zoo** space **zero** space **zany** space **zebra** enter/return
5. **zoom** space **hazel** space **zone** space **zither** enter/return
6. **Zoe** space **had** space **a** space **golf** space **lesson.** enter/return
7. **Devon** space **was** space **the** space **teacher.** enter/return
8. **Victor** space **and** space **Zoe** space **plan** space **to** space **practice.** enter/return

Keys X, Comma

> **Start from the home row.**

- Place your hands on the home row.

> **Find the keys.**

- Use your S finger to tap X.
- Use your K finger to tap ,.
- Remember to keep your other fingers on the home row.
- Try to keep your eyes on the screen as you type.

> **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
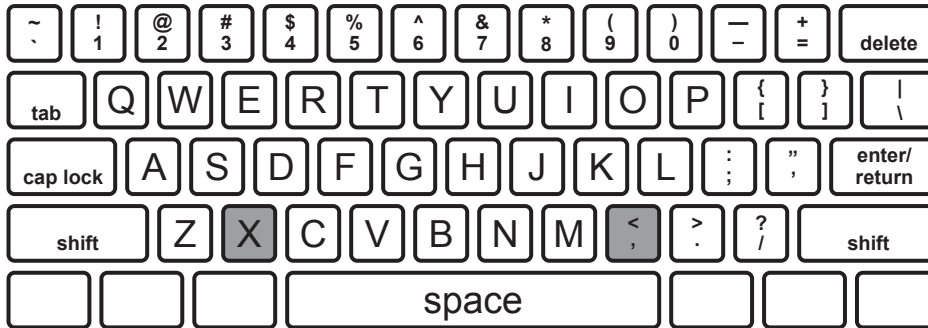- When you finish, go to File/Save to save your work as **Keyboarding 5.2**.

1. **x** [space] **,** [space] **x** [space] **,** [space] **x,** [space] **,x** [space] **x,x** [space] **,x,** [enter/return]

2. **extra** [space] **exams** [space] **exit** [space] **lax** [enter/return]

3. **lax,** [space] **exam,** [space] **exits,** [space] **extras,** [enter/return]

4. **tax** [space] **relax** [space] **fox** [space] **box** [enter/return]

5. **relaxes,** [space] **boxes,** [space] **taxes,** [space] **foxes,** [enter/return]

6. **excellent** [space] **expert** [space] **six** [space] **sixteen** [enter/return]

7. **He** [space] **has** [space] **sixteen** [space] **boxes.** [enter/return]

8. **The** [space] **quick,** [space] **quiet** [space] **fox** [space] **is** [space] **here.** [enter/return]

Name _____

Keys ', :

> **Start from the home row.**

- Place your hands on the home row.

> **Find the keys.**

- Use your ⌨;⌨ finger to tap ⌨'⌨.
- Use your ⌨A⌨ finger to hold the left ⌨shift⌨.
- Use your ⌨;⌨ finger to tap ⌨:⌨.
- Use the ⌨'⌨ key to show contractions and possessives.
- Use the ⌨:⌨ key to introduce a list or to separate the minutes and hours when showing the time.

> **Practice keyboarding.**

- Key the letters, words, and spaces in each line below. Do not key the numbers.
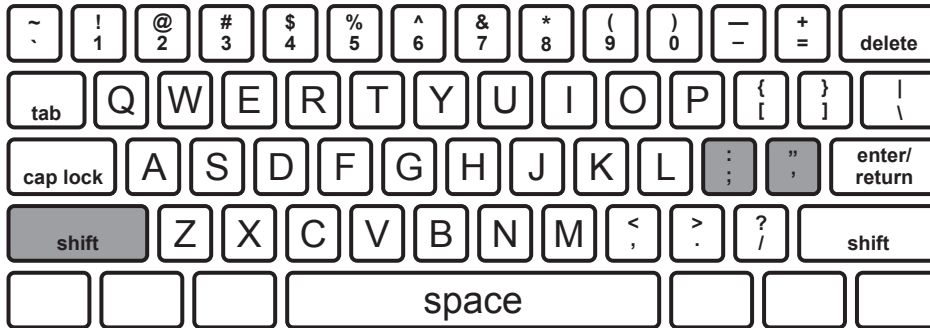- When you finish, go to File/Save to save your work as **Keyboarding 5.3**.

1. ' ⌨space⌨ : ⌨space⌨ ' ⌨space⌨ : ⌨space⌨ ': ⌨space⌨ :' ⌨space⌨ ':' ⌨space⌨ :': ⌨enter/return⌨
2. Tanya's ⌨space⌨ book, ⌨space⌨ Ramsey's ⌨space⌨ pen ⌨enter/return⌨
3. Carmen's ⌨space⌨ markers, ⌨space⌨ Juan's ⌨space⌨ paper ⌨enter/return⌨
4. When: ⌨space⌨ Where: ⌨enter/return⌨
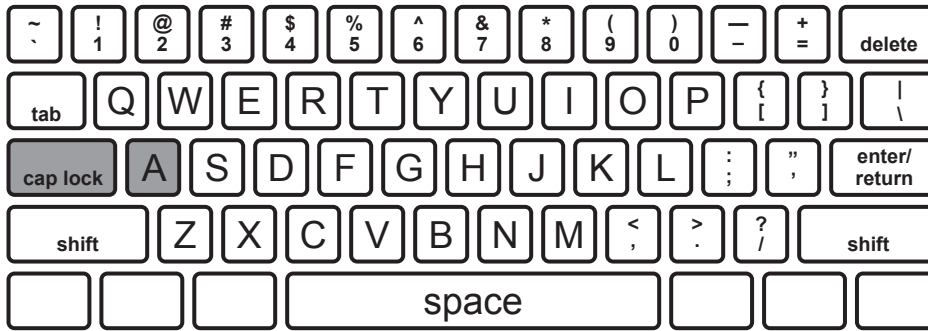5. Follow ⌨space⌨ these ⌨space⌨ steps: ⌨enter/return⌨
6. The ⌨space⌨ game ⌨space⌨ starts ⌨space⌨ at ⌨space⌨ 4:15 ⌨space⌨ p.m. ⌨enter/return⌨

Alphabet Review and Caps Lock

> **Check your hand position before you start to key.**

- Place your hands on the home row.
- Keep your wrists slightly raised.

> **Review typing the alphabet.**

- You have learned to type all the letters of the alphabet and many symbols.
- Sometimes you may need to type capital letters quickly.
- Use your Ⓐ key finger to tap the [caps lock] key. This will make the letters you type uppercase, or capital.
- When typing do not overuse capital letters. It can make it seem as though you are shouting.

> **Practice keyboarding.**

- Tap the [caps lock] key to turn caps lock on. Tap [caps lock] again to turn it off.
- Key the letters in each line shown below.
- When you finish, go to File/Save and save your work as **Keyboarding 6.1**.

1. **abcdefghijklmnopqrstuvwxyz** [enter/return]
2. [caps lock] **ABCDEFGHIJKLMNOPQRSTUVWXYZ** [caps lock] [enter/return]
3. **AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz** [enter/return]
4. **Aaa FfF sSs dDD jjJ Kkk LLl hhH bBb hhH** [caps lock] **WXYZ** [caps lock] [enter/return]

- Repeat lines 1–4.
- Type a previously written essay. Make sure it is at least one half of a page. Use the [caps lock] twice.

Insert or Delete Text

▶ **Position the cursor in the document.**

- Use the touchpad or mouse to move the cursor to where you want to add or delete text in a document. Then tap the touchpad or click the mouse.

▶ **Insert or delete a letter, word, or line.**

- Type to insert the text you want to add.
- To delete a letter, place the cursor in front of the letter. Tap `delete`
- To delete a word, place the cursor on the word. Double click by quickly tapping the touchpad twice or clicking the mouse twice. Tap `delete`
- To delete a line, place the cursor on the line. Triple click by quickly tapping the touchpad or clicking the mouse three times. Tap `delete`

▶ **Practice keyboarding.**

- Key the sentences below. Do not key the numbers.
- Follow the directions to insert or delete text.
- When you finish, go to File/Save to save your work as **Keyboarding 6.2**.

1. **Hannah** `space` **went** `space` **to** `space` **School** `.` `enter/return`

- **Delete the capital *S* in the word *school*. Insert a lowercase *s*.**

2. **Do** `space` **you** `space` **have** `space` **the** `space` **car** `space` **keys** `shift` `?` `enter/return`

- **Delete the word *car*. Insert the word *house*.**

3. **Mom** `space` **said** `space` **I** `space` **could** `space` **go** `.` `enter/return`

- **Delete the word *could*. Insert the word *will*.**

4. **The** `space` **boys** `space` **and** `space` **girls** `space` **hoped** `space` **for** `space` **a** `space` **sunny** `space` **day** `.` `space` **They** `space` **were** `space` **ready** `space` **for** `space` **their** `space` **class** `space` **picnic** `.` `enter/return`
   If `space` **it** `space` **rained** `,` **they** `space` **would** `space` **have** `space` **to** `space` **cancel** `space` **their** `space` **plans** `.` `enter/return`

- **Delete the last two lines of text.**

Quotation Marks

▸ **Start from the home row.**
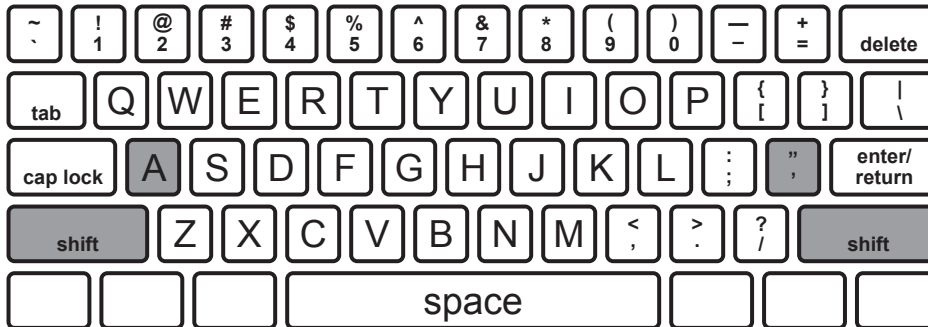
▸ **Find the quotation mark key.**

- Find the ⌨" key next to the ⌨; key.
- Use your Ⓐ key finger to hold down the ⌨shift key.
- Use your ⌨; key finger to tap the ⌨" key.
- When typing quotations, keep commas and periods inside the ending quotation mark.

▸ **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 6.3**.

1. ⌨shift ⌨" I ⌨space **have** ⌨space **the** ⌨space **house** ⌨space **keys** ⌨, ⌨shift ⌨" ⌨space **Ricardo** ⌨space **said** ⌨. ⌨enter/return

2. ⌨shift ⌨" **Please** ⌨space **open** ⌨space **the** ⌨space **door** ⌨, ⌨shift ⌨" ⌨space **Marissa** ⌨space **said** ⌨. ⌨enter/return

3. ⌨shift ⌨" **Why** ⌨shift ⌨? ⌨shift ⌨" ⌨space **asked** ⌨space **Stephan** ⌨. ⌨enter/return

4. **Did** ⌨space **you** ⌨space **hear** ⌨space **the** ⌨space **teacher** ⌨space **say** ⌨, ⌨space ⌨shift ⌨" **Stop** ⌨shift ⌨" ⌨shift ⌨? ⌨enter/return

5. **Ava** ⌨space **said** ⌨, ⌨space ⌨shift ⌨" **Hurry** ⌨shift ⌨! ⌨shift ⌨" ⌨enter/return

Italic, Bold, Underscore

▷ **Understand type treatments.**

- Words can be set in *italic*, **bold**, or have an <u>underscore</u>.
- To set or change text types, highlight the text you want to change and click on the option for italic, bold, or underscore.
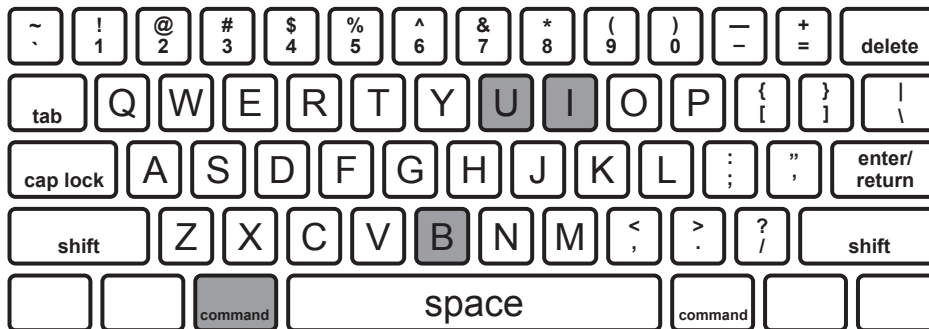
▷ **Use the command key as a shortcut for type treatments.**

- To turn on italic, hold down [command] with your [A] finger and tap [I]. Hold [command] and tap [I] again to turn italic off.
- To turn on bold, hold down [command] with your [A] finger and tap [B]. Hold [command] and tap [B] again to turn bold off.
- To turn on underscore, hold down [command] with your [A] finger and tap [U]. Hold [command] and tap [U] again to turn underscore off.

▷ **Practice keyboarding.**

- Key the sentences shown below. Do not key the numbers. Use the shortcuts you learned.
- When you finish, go to File/Save and save your work as **Keyboarding 7.1**.

1. **I enjoyed reading the book A Wrinkle in Time**. [enter/return]

- Change the book title to italic.

2. **First plant the seed. Next water the seed. Last give the plant sunlight**. [enter/return]

- Change the words *First*, *Next*, and *Last* to bold.

3. **The title of my essay is My Favorite Vacation**. [enter/return]

- Underscore the essay title.

Tab and Alignment

▷ **Use the tab key to indent paragraphs.**

- The [tab] key is next to the [Q]. Use your [A] finger to reach [tab].

▷ **Align text on the left, right, or center.**

- Place your cursor at the beginning of the text you want to align.
- To align the text on the left, hold down [command] and tap [L].
- To align the text in the center, hold down [command] and tap [E].
- To align the text on the right, hold down [command] and tap [R].

▷ **Use bullets and numbering.**

- Place your cursor at the beginning of the text you want to bullet or number.
- Find the bullets and numbering options at the top of the document.
- Click on them to add these features. Click on them again to remove them.

▷ **Practice keyboarding.**

- Key the text below. Then follow the bulleted directions.
- When you finish, go to File/Save to save your work as **Keyboarding 7.2**.

  [tab] Congratulations! You have practiced many keyboarding skills. Now, be sure to practice to improve your skills. You will be able to do the following: [enter/return] Type quickly. [enter/return] Make fewer mistakes. [enter/return] Save time. [enter/return] Focus on your ideas instead of on the keyboard. [enter/return]

- Align the lines that come after the first [enter/return] on the left.
- Align the same lines in the center.
- Set the lines as a bulleted list.
- Set the lines as a numbered list.

Numbers 2, 7, 1, 9

▷ **Find the number row above the top row of letters.**
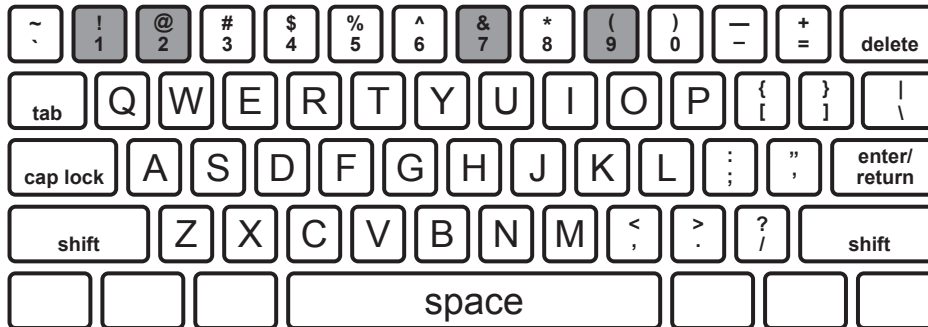
▷ **Find the numbers 2, 7, 1, 9.**

- Place your hands on the home row.
- Use your ⑤ finger to type the ② key.
- Use your ⑪ finger to type the ⑦ key.
- Use your ⑭ finger to type the ① key.
- Use your ⑯ finger to type the ⑨ key.

▷ **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers at the beginning of each line.
- When you finish, go to File/Save to save your work as **Keyboarding 7.3**.

1. **11; 99; 1999** [enter/return]
2. **There are 19 members of the gymnastics team.** [enter/return]
3. **The team competed in the local meet on June 1.** [enter/return]
4. **The 19 members won 7 blue ribbons.** [enter/return]
5. **They also won 9 red ribbons and 1 white ribbon.** [enter/return]
6. **This is the best the team had done since 1972.** [enter/return]
7. **On May 27 of that year, the team won 12 blue ribbons.** [enter/return]

Numbers 4, 0, 3, 6, 5, 8

> **Find the number row.**

- Place your fingers on the home row.
- Numbers appear at the top of the keyboard and sometimes in a number pad on the right side of the keyboard.
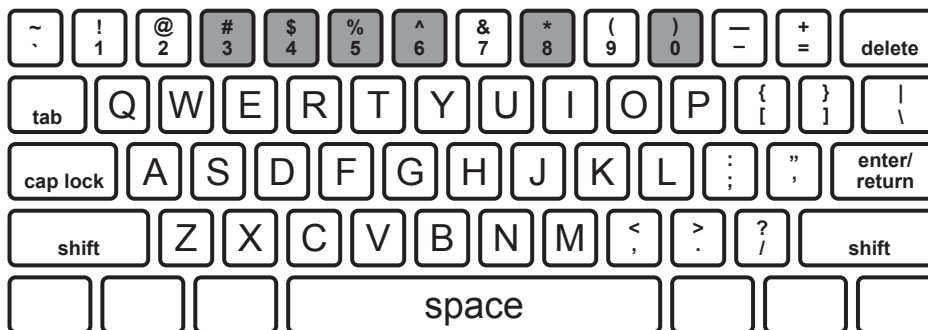
> **Find the numbers.**

- Start from the home row.
- Stretch your [F] finger to type [4].
- Stretch your [;] finger to type [0].
- Stretch your [D] finger to type [3].
- Stretch your [J] finger to type [6].
- Stretch your [F] finger to type [5].
- Stretch your [K] finger to type [8].

> **Practice keyboarding.**

- Key the marks, words, and spaces in each line below. Do not key the numbers at the beginning of each line.
- When you finish, go to File/Save to save your work as **Keyboarding 8.1**.

1. **400; 1940; 40 years; 336; 160 meters; 360 degrees** [enter/return]
2. **580; 1958; 85 yards; 58 degrees; Game 5; Route 88** [enter/return]
3. **0 tigers; 11 lions; 22 bears; 33 wolves; 44 seals; 55 deer; 66 camels; 77 walruses; 88 monkeys; 99 alligators; 100 elephants** [enter/return]
4. **There are 58 students at the camp. They need 15 backpacks. They will be hiking 8 miles. The trip will cost 20 dollars.** [enter/return]

Copy, Cut, and Paste

▷ **Learn about functions.**

- Copy, cut, and paste save time when rearranging words or images on a page of text.
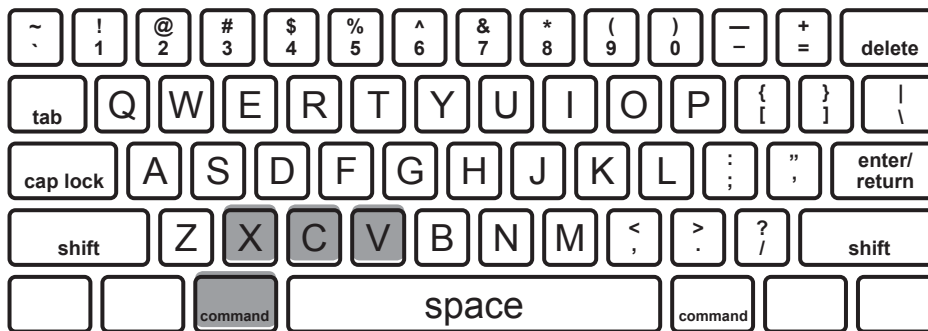
▷ **Find the keys.**

- Copy, cut, and paste shortcuts use the [command] key. On some computers, this key may be labeled CTRL.
- To copy the text, hold down the [command] key and tap the [C] key.
- To cut the text, hold down the [command] key and tap the [X] key.
- To paste the text, hold down the [command] key and tap the [V] key.
- To move text on a page, first copy the text. Then, cut the text to remove it. Next, use the mouse or arrow keys to move the cursor where you want to place the text. Paste the text in the new location.

▷ **Practice keyboarding.**

- Key the sentences shown below. Use the shortcuts you learned.
- When you finish, go to File/Save to save your work as **Keyboarding 8.2**.

    Copy, cut, and paste can help you save time when you are keyboarding. If you type something in the wrong place, you do not have to redo it. You can copy, cut, and paste it where it belongs. [enter/return]

- Copy, cut, and paste the first sentence on a new line.
- Write something of your own and practice these functions.

Fonts, Colors, Highlight

▷ **Learn about functions.**

- Now that you can type one-half of a page of text, you may want to change the font. The font is the style of type or printed text.
- You may also want to make the text a different color or highlight parts of your text. Using color helps bring attention to parts of your writing.

▷ **Find the tools.**

- To choose a font, click the "Home" tab in the ribbon. Choose the font and size from the drop-down boxes in the ribbon. For most documents, 12-point type is appropriate.
- To change the font color, click the "Home" tab in the ribbon. Find the button with an underlined A. Click the small arrow next to the button. Select the font color.
- To highlight text, first double click or use the mouse or touchpad to click and drag to select the text you want to highlight. Then click the "Home" tab in the ribbon. Find the button with a yellow underlined "abc" on it. Click the small arrow next to the button. Click the highlight color.

▷ **Practice keyboarding.**

- Key the paragraph below. Then follow the directions to change the font and insert highlighting.
- When you finish, go to File/Save to save your work as **Keyboarding 8.3**.

  Changing the font or adding some color to your text is not hard at all. It only takes a few simple steps. You can even highlight sentences to bring attention to parts of your writing. ⎡enter/return⎤

- Change the font of the first sentence. Change the color of the second sentence. Highlight the third sentence.
- Type a previously written one-half-page essay. Practice selecting a font, changing text color, and highlighting parts of the essay.

Name _____

Spell Check

> **Learn about spell check.**

- Spell check is a valuable tool used to locate and correct errors in spelling.
- Always run spell check on a piece of writing before turning it in.

> **Find the tool.**

- Click the "Review" tab in the ribbon.
- Click the "Spelling and Grammar" button.
- The first spelling error will be shown.
- If the correct spelling of the word is in the list of "Suggestions," click to select it.
- Sometimes spell check may highlight a word that it thinks is misspelled. This often happens with words from other languages. If this happens, click "Ignore" to ignore the error.
- Click "Cancel" when spell check is complete.
- Most word processing programs will also show spelling errors as they are typed by showing a red line under the misspelled word.
- Even though spell check is a great tool, it does not take the place of proofreading for spelling errors. Spell check may not find spelling errors in names or confuse words such as *your* and *you're* or *its* and *it's*.

> **Practice keyboarding.**

- Key the sentences below. There are words included that are misspelled. Key the misspelled words as they are shown. Then follow the directions to correct the errors.
- When you finish, go to File/Save to save your work as **Keyboarding 9.1**.

  Sumtimes it can be hard to see mispelled werds when you type. That is why spell chek is an important tule. It points out the errors so you can corect them. This helps you improov your writing. `enter/return`

- Run spell check. Use the tool to help you correct the errors.
- Open a piece of writing you have completed recently. Run spell check. Correct any spelling errors you find.

Grammar Check

▶ **Learn about grammar check.**

- Grammar check is another valuable tool that can improve writing.
- Grammar check locates errors in the grammar used in writing.
- Always run grammar check on a piece of writing before turning it in.

▶ **Find the tool.**

- Click the "Review" tab in the ribbon.
- Click the "Spelling and Grammar" button.
- The first error will be shown.
- Click to select the change, or click "Ignore" to ignore the correction.
- Click "Cancel" when the grammar check is complete.
- Most word processing programs will also show grammar errors as they are typed by showing a green line under the error.
- Even though grammar check is a great tool, it does not take the place of proofreading to locate errors in grammar and usage.

▶ **Practice keyboarding.**

- Key the sentences below. There are mistakes in grammar included. Key the mistakes as they are shown. Then follow the directions to correct the errors.
- When you finish, go to File/Save to save your work as **Keyboarding 9.2**.

  Sometimes grammar errors can really. sneak up on you. That is why grammar check are so helpful. It help you find mistakes you have made. This help you improve your grammar and writing. ⌷enter/return⌷

- Run grammar check. Use the tool to help you correct the errors.
- Open a piece of writing you have completed recently. Run grammar check. Correct any grammar errors you find.

Dictionary

> **Learn about the tool.**

- The dictionary tool provides definitions, or meanings, of words.
- Use the dictionary tool to double check the meaning of words that are used when writing.

> **Find the tools.**

- First, highlight the word to check.
- Pull down "Tools" from the menu and click "Dictionary."
- The dictionary pop-up box will appear.
- The pop-up box will include definitions for the word.
- Click the link at the bottom of the pop-up box to see more definitions and information about the word.

> **Practice keyboarding.**

- Key the words listed below. Do not key the numbers.
- Use the dictionary function to look up the definitions of the words below. Add the definitions to the words.
- When you finish, go to File/Save to save your work as **Keyboarding 9.3**.

1. **profound**
2. **pursuit**
3. **cynic**
4. **mundane**
5. **sumptuous**
6. **luminous**

Thesaurus

> **Learn about the tool.**

- The thesaurus tool helps you find synonyms for overused words.
- When using the thesaurus tool, it is important to understand the shades of meaning among similar words. Use the dictionary function to check the meaning of unfamiliar words found in the thesaurus to ensure the shades of meaning agree.

> **Find the tool.**

- Highlight the word you want to change.
- Click the "Review" tab in the ribbon and click "Thesaurus." A pop-up menu will appear.
- A short list of synonyms will appear. Click to select a word. Click "Insert."
- Next to the "Insert" button is the "Look Up" button. Use this to find the meaning of the synonym.

> **Practice keyboarding.**

- Key the words listed below. Do not key the numbers.
- Use the thesaurus tool to look up the synonyms. List the synonyms next to the word.
- When you finish, go to File/Save to save your work as **Keyboarding 10.1**.

1. said
2. went
3. happy
4. sad
5. big
6. small

Spanish Punctuation

> **Learn about Spanish marks.**

- Many Spanish words and names use special marks called accent marks. These are often on letters *e*, *i*, *a*, *u*, *o*, and *n*.
- Spanish also uses different punctuation marks in sentences.
- These punctuation marks look like upside down question marks and exclamation points. They appear at the beginning of sentences.

> **Find Spanish punctuation.**

- Symbols and special characters can often be found in a special menu under the "Insert" menu.
- For *é, í,* or another letter with an accent mark, press the `option` key `E` key and then the letter.
- For *ñ,* press the `option` key `N` key and then the `N` key.
- For *¡,* press `option` key `!` key.
- For *¿,* press `option` key `?` key.
- You can also use shortcuts. Press and hold down the letter *e*, *i*, *a*, *o*, *u*, or *n*. A pop-up appears. Click on the letter with the accent mark you need.

> **Practice keyboarding.**

- Key the sentences and special marks below. Do not key the numbers.
- When you finish, go to File/Save to save your work as **Keyboarding 10.2**.

1. **Juan de Oñate was born in New Spain. His father was Cristóbal de Oñate. Juan took a journey to Nueva México. He crossed the Río del Norte.**
   `enter/return`

2. **¿Dónde están los estudiantes? ¡Están aquí! ¿Pueden escribir en español? ¡Sí!**

Words per Minute

> **Learn how to calculate words per minute.**

- To calculate your words per minute rate, type for one minute. Count the total number of words you typed. Subtract the errors you made. This is your WPM (words per minute) score.

> **Set your words per minute goal.**

- Try to type between 10 and 20 words per minute.
- Keep practicing to increase your words per minute rate.

> **Practice keyboarding.**

- Key the sentences below. You will have one minute.
- When time is up, calculate the WPM score. Type the score at the bottom of the page.
- Go to File/Save to save your work as **Keyboarding 10.3**.

[tab] Congratulations! You have practiced many keyboarding skills. Now, be sure to practice. If you practice, your skills will improve. You will be able to do the following: Type quickly. [enter/return] Make few mistakes. [enter/return] Save time. [enter/return] Focus on your ideas instead of the keyboard. [enter/return] [tab] In addition, good keyboarding skills can help you become a better writer. Keyboarding becomes quick and easy. You can think about your ideas and your sentences. So, keep practicing! [enter/return]

WPM Score:

- Continue practicing by typing one-half of a page. Calculate your WPM score.

WPM Score: