

Level

1

DEVELOPING KEYBOARDING SKILL

LEARNING OUTCOMES

Keyboarding

- To key the alphabetic and numeric keys by touch.
- To develop good keyboarding techniques.
- To key fluently—at least 25 words per minute.
- To develop reasonable accuracy.

Communication Skills



- To develop proofreading skills.
- To apply proofreaders' marks and revise text.



Keyboarding Assessment/Placement

WARMUP



1. Open *Keyboarding Pro*.
2. Go to the Word Processor by clicking the .
3. Key each line twice. Tap ENTER after each group of lines.
4. Close the document by clicking  in the upper-right corner.

alphabet Max quietly promised a very big gift for the jazz club next week. Zack worked on five great projects and quickly became the expert. Jack Meyer analyzed the data by answering five complex questions.

figures The invoice dated 9/28/07 was for \$18,493.56; it is due 10/24/07. Our dinner on 6/25/08 cost \$432.97 plus 18% tip totaling \$510.90. The 3 invoices (#49875, #52604, and #137986) totaled \$379,912.46.

easy Pam may go with me to town to work for the auditor if he is busy. Jan and six girls may go to the lake to sit on the dock and fish. My neighbor may tutor the eight girls on the theory and problems.

Timed Writing

1. From the main screen, click the Timed Writing tab.

Timed Writings

2. Choose 3' as the length. Choose *pretest* from the list of writings.
3. Tap TAB to begin. Key from the textbook.
4. Repeat the timing for 3'.
5. Your results will be displayed in the Timed Writing Report, which is available on the menu bar.



all letters

Most businesses want to be seen as good citizens. Working with the arts is one way in which they can give back to the community in which they operate. It is easy to support the arts because most people believe that a vibrant arts program is key to the quality of life for local citizens. Quality of life is a major factor in recruiting new employees.

Most art groups are nonprofits that provide tax benefits to those who give to them. A business may give money, services, or products, or it may sponsor an event. Sponsoring an event is not the same as making a gift. The business receives a public relations benefit by having its name linked with the event, whereas a gift may have no obvious benefit. Both forms help the arts.

A business may also support the arts by buying and displaying art in its facilities. Some choose to use the art of local artists, while others buy high-quality art from well-known artists. The former helps to build a good local art community. The latter may bring recognition to the business for the quality of its artwork.

gwam 1' 3'

13 4
26 9
39 13
53 18
68 23
71 24
13 28
27 33
40 37
54 42
67 46
76 49
13 53
27 58
40 63
53 67
66 71

| | | | | | | | | | | | | |
|----|---|---|---|---|---|---|---|---|---|----|----|----|
| 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 3' | | 1 | | | 2 | | | 3 | | | 4 | |

Alphabetic Keys

MODULE 1



LEARNING OUTCOMES

- Key the alphabetic keys by touch.
- Key using proper techniques.
- Key at a rate of 14 *gwam* or more.


LESSON 1

Home Row, Space Bar, Enter, I

1a



Home Row Position and Space Bar

1. Open *Keyboarding Pro* and create your student record.
2. Go to the Word Processor. (The  will appear next to exercises keyed in the Word Processor in Lessons 1–25.)
3. Practice the steps at the right until you can place your hands in home-row position without watching.
4. Key the drills at the bottom of the page several times.
5. Continue to the next page; keep the document on your screen.

HOME ROW POSITION

1. Drop your hands to your side. Allow your fingers to curve naturally. Maintain this curve as you key.
2. Lightly place your left fingers over the **a s d f** and the right fingers over the **j k l ;**. You will feel a raised element on the *f* and *j* keys, which will help you keep your fingers on the home position. You are now in **home-row position**.



SPACE BAR AND ENTER

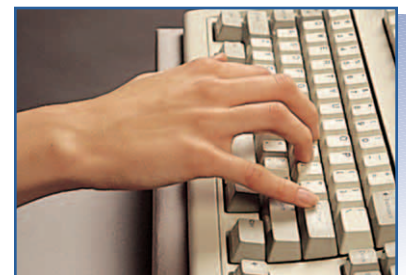
Tap the Space Bar, located at the bottom of the keyboard, with a down-and-in motion of the right thumb to space between words.

Enter Reach with the fourth (little) finger of the right hand to **ENTER**. Tap it to return the insertion point to the left margin. This action creates a **hard return**. Use a hard return at the end of all drill lines. Quickly return to home position (over ;).



Key these lines

a s d f **SPACE** j k l ; **ENTER**
a s d f **SPACE** j k l ; **ENTER**



NEW KEYS

1b

Procedures for Learning New Keys

Apply these steps each time you learn a new key.

STANDARD PLAN for Learning New Keyreaches

1. Find the new key on the illustrated keyboard. Then find it on your keyboard.
2. Watch your finger make the reach to the new key a few times. Keep other fingers curved in home position. For an upward reach, straighten the finger slightly; for a downward reach, curve the finger a bit more.
3. Repeat the drill until you can key it fluently.



1c Home Row



1. The Word Processor should be open.
2. Key lines 1-9 once. Tap ENTER once at the end of each line and twice to double-space (DS) between 2-line groups.
3. Keep the document on your screen.

Tap Space Bar once.

1 fff jff fjf fff jjj fjf fjf jff jff fjf
 2 ddd kkk dkd ddd kkk dkd dkd kdk kdk dkd
 3 sss lll sls sss lll sls sls lsl lsl sls
 4 aaa ;;; a;a aaa ;;; a;s a;a ;a; ;a; a;a
 5 ff jj ff jj fj fj dd kk dd kk dk dk dk
 6 ss ll ss ll sl sl sl aa ;; aa ;; a; a; a;
 7 f j d k s l a ;
 8 ff jj dd kk ss ll aa ;;
 9 fff jjj ddd kkk sss lll aaa jjj ;;;

Tap ENTER twice to DS

DS

DS

1d i



1. Apply the standard plan for learning the letter *i*.
2. Key lines 10-12 in the Word Processor. Keep fingers curved. Repeat until you can key it fluently.
3. Click in the upper right corner of your screen to exit the Word Processor. You will be at the Main menu of *Keyboarding Pro*.



10 i ik ik ik is is id id if if ill i ail did kid lid
 11 i ik aid ail did kid lid lids kids ill aid did ilk
 12 id aid aids laid said ids lid skids kiss disk dial

1e

Lesson 1 from Software

1. Read the information at the right. Then do Lesson 1 from *Keyboarding Pro*.

STANDARD PLAN for Using Keyboarding Pro

1. Select the Lessons tab. Select a lesson from the drop-down list or key the lesson number (Figure 1-1).
2. The first activity is displayed automatically. Follow the directions on screen. Key from the screen. The software will move automatically to the next activity.

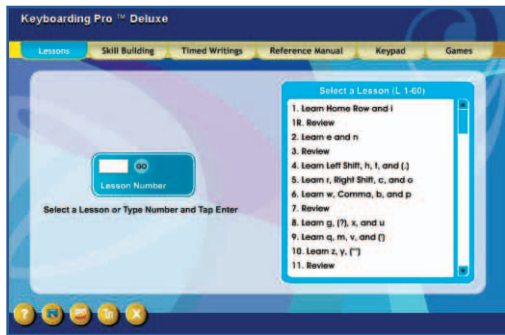


Figure 1-1 Lesson Menu

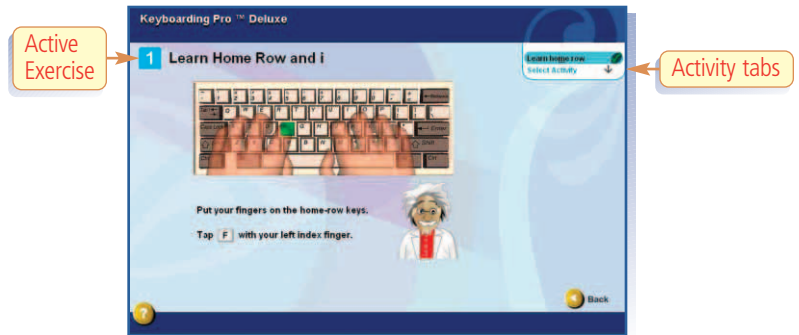


Figure 1-2 Lesson 1: Learn Home Row and i

3. Key the Textbook Keying activity from the textbook (lines 13–18 below). Tap ESC or click the Stop button to end the activity.
4. Figure 1-3 shows the Lesson Report. A check mark next to the exercise indicates that it is completed.
5. To end the lesson, check with your instructor. You may do the following:
 - Print your Lesson Report, view the Performance Graph or send your student record to the Web Reporter.
6. From the Main menu, select the Exit button to quit the program. You may choose to transfer your file to another location.

Textbook Keying

1. Key each line once; do not key the numbers. Tap ENTER at the end of each line. Keep your eyes on the book.
2. Tap ESC or click the Stop button to end the activity.

```
13 a a; a1 ak aj s s; s1 sk sj d d; d1 dk dj
14 j ja js jd jf k ka ks kd kf l la ls ld lf
15 a; s1 a;s1 dkfj a;s1 dkfj a;s1dkfj asdf jk
16 a; s1 a;s1 dk fj dkfj a;s1 dkfj fkds;a; fj
17 f ff j jj d dd k kk s ss l ll a aa ; ;; fj
18 afj; a s d f j k l ; asdf jkl; fdsa jkl;
```

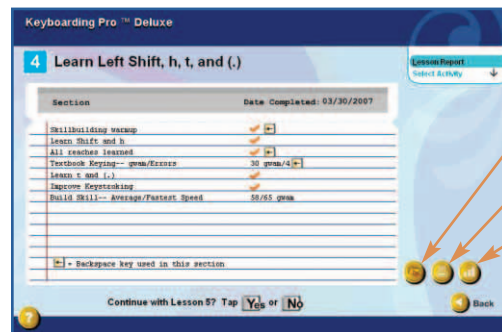


Figure 1-3 Lesson Report Screen

1f End the lesson

1. Follow steps 5 and 6 above to print the Lesson Report, send your files to the Web Reporter, and exit the software.
2. Clean up your work area.



LESSON 1R

Review

WARMUP

Getting Started

1. Start *Keyboarding Pro*.
2. Select your name and key your password. Click OK.
3. Select Lesson 1R.
4. Key each exercise as directed in the software.



Fingers curved and upright



1Ra Textbook Keying

1. Key each line once. Tap ENTER twice to double space (DS) between 2-line groups.
2. Try to keep your eyes on the book the entire time you key.
3. Tap ESC or click Stop to end the exercise.

1 f j f j f j j f f j f j j f d d k k d d k k d k d k
 2 s ; s ; s ; s ; s ; s ; a a ; ; a a ; ; a ; a ; a ;
 Tap ENTER twice to DS.
 3 f j d k s l a ; f j d k s l a ; j f k d l s ; a ; a ; s k d j
 4 f j f j f d k d k d s l s l s a ; f j d k s l a ; a
 DS
 5 a ; a l a k a j s s ; s l s k s j d d ; d l d k d j d
 6 j a j s j d j f k k a k s k d k f l l a l s l d l f l

SKILL BUILDING

1Rb Keyboard Review

Key these lines from the software screen as directed.

1Rc End the Lesson

1. Print the Lesson Report if directed by your instructor.
2. If necessary, transfer your student record to another location.
3. If instructed, select Send File to send your record to the Web Reporter.
4. Exit the software; clean up your work area.

7 f f a f a d s s a s a d f f a f a l l f a l l l l a l a d s s a s a d
 8 a a s a s k a a d a d d j j a j a k f f a f a l l ; a s k ; a d d j a k
 9 i k k i k i k i s i f i d i l i j i a i j i k i s i f j i i d i a
 10 i s i l i l l s i l l d i l l f i l l s i d l i d a i l l i d s l i d j a i l
 11 i f i s i l k i d k i d s i l l k i d i f k i d s ; i f a k i d i s i l l
 12 i s i d i f a i a i d j a k s l i d s i d s i s d i d a i l ; i f l i d s ;
 13 a l a s s ; a s k d a d ; l a d s a s k d a d ; a f a l l ; f a l l s a l a d s
 14 a s a f a d ; a s k a l a d ; a l a s s ; a l l a d d ; a k i d ; s k i d s
 15 a s a s k s d i d d i s k a i l f a i l s a i l a i l s j a i l s i l l s i l k
 16 a s k d a d ; d a d s s a i d ; i s d i s k ; k i s s a l a d ; s a l a d l i d
 17 a i d a l a d ; i f a k i d i s ; a s a l a d l i d ; k i s s s a d d a d s
 18 a s a d a l l a s k j a k l a d f a d k i d s i l l k i l l f a l l d i s k s



LESSON 2

E and N

WARMUP 2a

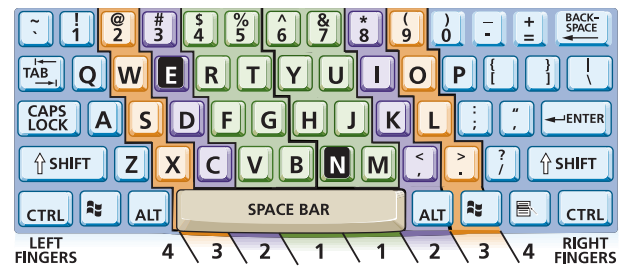
1. Open *Keyboarding Pro*.
2. Locate your student record.
3. Select Lesson 2.

1 ff dd ss aa ff dd ss aa jj kk ll ;; fj dk sl a; a;
 2 fj dk sl a; fjdksla; a;sldkfj fj dk sl a; fjdksla;
 3 aa ss dd ff jj kk ll ;; aa ss dd ff jj kk ll ;; a;
 4 if a; as is; kids did; ask a sad lad; if a lass is

NEW KEYS

2b E and N

Key each line once; DS between groups.



e Reach up with left second finger.



n Reach down with right first finger.

e

5 e ed ed led led lea lea ale ale elf elf eke eke ed
 6 e el el eel els elk elk lea leak ale kale led jell
 7 e ale kale lea leak fee feel lea lead elf self eke

n

8 n nj nj an an and and fan fan and kin din fin land
 9 n an fan in fin and land sand din fans sank an sin
 10 n in ink sink inn kin skin an and land in din dink

all reaches learned

11 den end fen ken dean dens ales fend fens keen knee
 12 if in need; feel ill; as an end; a lad and a lass;
 13 and sand; a keen idea; as a sail sank; is in jail;
 14 an idea; an end; a lake; a nail; a jade; a dean is

15 if a lad;
 16 is a sad fall
 17 if a lass did ask
 18 ask a lass; ask a lad

Reach with little finger; tap **Enter** key quickly; return finger to home key.

19 a;sldkfj a;sldkfj a;sldkfj
 20 a; sl dk fj fj dk sl a; a;sldkfj
 21 i ik ik if if is is kid skid did lid aid laid said
 22 ik kid ail die fie did lie ill ilk silk skill skid

TECHNIQUE TIP

Keep your eyes on the textbook copy.

SKILL BUILDING

2d Reinforcement

Key each line once; concentrate on what you are keying.

i

23 ik ik ik if is il ik id is if kid did lid aid ails

24 did lid aid; add a line; aid kids; ill kids; id is

n

25 nj nj nj an an and and end den ken in ink sin skin

26 jn din sand land nail sank and dank skin sans sink

e

27 el els elf elk lea lead fee feel sea seal ell jell

28 el eke ale jak lake elf els jaks kale eke els lake

all reaches

29 dine in an inn; fake jade; lend fans; as sand sank

30 in nine inns; if an end; need an idea; seek a fee;

31 if a lad; a jail; is silk; is ill; a dais; did aid

32 adds a line; and safe; asks a lass; sail in a lake

2e End the lesson

1. Print the Lesson Report.
2. If appropriate, send your student record to the Web Reporter.
3. Exit the software; clean up your work area.

WORKPLACE SUCCESS

Keyboarding: The Survival Skill



Keyboarding is a valuable and necessary skill for everyone in this technological world. It is an expected tool for effective communication throughout one's life.

Students who resort to “hunting and pecking” to key their school assignments are constantly searching for the correct letter on the keyboard. Frustration abounds for students who wish to enter their research report into the computer, but do not have the touch keyboarding skills required to accomplish the task quickly and proficiently. Students who can key by touch are much more relaxed because they can keep their eyes on the screen and concentrate on text editing and composing.

Some people claim that voice-activated computers will replace the need for keyboarding. Voice activation currently works best in conjunction with keyboarding. The first draft of a document can be inputted using voice; the draft is then edited using the keyboard. Together, this process can greatly speed work performance.



LESSON 3

Review

WARMUP 3a

Key each line at a steady pace; tap and release each key quickly. Key each line again at a faster pace.



home 1 ad ads lad fad dad as ask fa la lass jak jaks alas
 n 2 an fan and land fan flan sans sand sank flank dank
 i 3 is id ill dill if aid ail fail did kid ski lid ilk
 all 4 ade alas nine else fife ken; jell ink jak inns if;

SKILL BUILDING

3b Rhythm Builder

Key each line twice.

Lines 5–8: Think and key words. Make the space part of the word.

Lines 9–12: Think and key phrases. Do not key the vertical rules separating the phrases.

easy words

5 if is as an ad el and did die eel fin fan elf lens
 6 as ask and id kid and ade aid eel feel ilk skis an
 7 ail fail aid did ken ale led an flan inn inns alas
 8 eel eke nee kneel did kids kale sees lake elf fled

easy phrases

9 el el | id id | is is | eke eke | lee lee | ale ale | jill jill
 10 is if | is a | is a | a disk | a disk | did ski | did ski | is a
 11 sell a | sell a | sell a sled | fall fad | fall fad | did die
 12 sees a lake | sees a lake | as a deal | sell a sled | all a a

home row: fingers curved and upright

13 jak lad as lass dad sad lads fad fall la ask ad as
 14 asks add jaks dads a lass ads flak adds sad as lad

upward reaches: straighten fingers slightly; return quickly to home position

15 fed die led ail kea lei did ale fife silk leak lie
 16 sea lid deal sine desk lie ale like life idea jail

double letters: don't hurry when stroking double letters

17 fee jell less add inn seek fall alee lass keel all
 18 dill dell see fell eel less all add kiss seen sell

3c Technique Practice

Key each 2-line group twice.

TECHNIQUE TIP

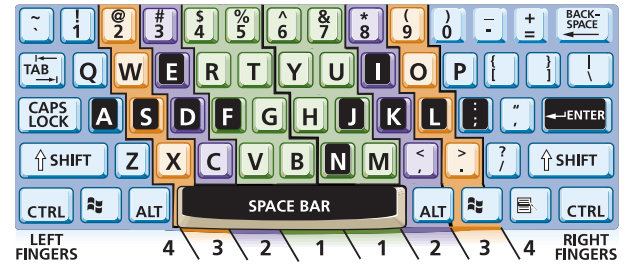
Reach with the little finger; tap **Enter** key quickly; return finger to home key.

3d Textbook Keying

Key each line once; DS between groups of two lines.

TECHNIQUE TIP

Tap keys quickly.
Tap the **Space Bar** with down-and-in motion.
Tap **Enter** with a quick flick of the little finger.



reach review

19 ea sea lea seas deal leaf leak lead leas fleas keas
20 as ask lass ease as asks ask ask sass as alas seas

DS

21 sa sad sane sake sail sale sans safe sad said sand
22 le sled lead flee fled ale flea lei dale kale leaf

DS

23 jn jn nj nj in fan fin an; din ink sin and inn an;
24 de den end fen an an and and ken knee nee dean dee

phrases (think and key phrases)

25 and and land land el el elf elf self self ail nail
26 as as ask ask ad ad lad lad id id lid lid kid kids
27 if if|is is|jak jak|all all|did did|nan nan|elf elf
28 as a lad| ask dad| fed a jak| as all ask| sales fad
29 sell a lead|seal a deal|feel a leaf|if a jade sale
30 is a|is as if|a disk|aid all kids|did ski|is a silk

3e Timed Writing

1. Key lines 35–38 for 1'. If you finish before time is up, repeat the lines.
2. Practice the remaining lines in the game.
3. End your lesson.
4. Clean up your work area.

31 den end fen ken dean dens ales fend fens keen knee
32 a deed; a desk; a jade; an eel; a jade eel; a dean

33 an an in in and and en end end sane sane sand sand
34 a land; a dean; a fan; a fin; a sane end; end land

35 el eel eld elf sell self el dell fell elk els jell
36 in fin inn inks dine sink fine fins kind line lain

37 an and fan dean elan flan land lane lean sand sane
38 sell a lead; sell a jade; seal a deal; feel a leaf



LESSON 4

Left Shift, H, T, Period

WARMUP 4a

Key each line twice. Keep eyes on copy.

home row 1 a l a s a d s l a d d a d f a d j a k f a l l l a s s a s k s f a d s a l l ;
 e/i/n 2 e d i k j n i n k n e e e n d n i n e l i n e s i n e l i e n d i e s l e i s
 all reaches 3 s e e a s k i ; a d d i n k ; f e d a j a k ; i s a n i n n ; a s a l a d
 easy 4 a n d i a l i d i s a n l a l a k e d i d e l a l e f a k e i s l a n d a

NEW KEYS

4b Left Shift and h

Key each line once.

Follow the "Standard procedures for learning new keyreaches" on p. 4 for all remaining reaches.



left shift Reach down with left fourth (little) finger; shift, tap, release.



h Reach to left with right first finger.

left shift

5 J Ja Ja Jan Jan Jane Jana Ken Kass Lee Len Nan Ned
 6 and Ken and Lena and Jake and Lida and Nan and Ida
 7 Inn is; Jill Ina is; Nels is; Jen is; Ken Lin is a

h

8 h hj hj he he she she hen aha ash had has hid shed
 9 h hj ha hie his half hand hike dash head sash shad
 10 aha hi hash heal hill hind lash hash hake dish ash

all reaches learned

11 Nels Kane and Jake Jenn; she asked Hi and Ina Linn
 12 Lend Lana and Jed a dish; I fed Lane and Jess Kane
 13 I see Jake Kish and Lash Hess; Isla and Helen hike

4c Textbook Keying

Key the drill once: Strive for good control.

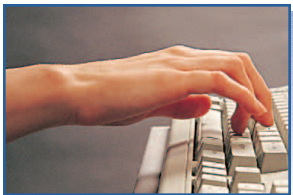
14 he she held a lead; she sells jade; she has a sale
 15 Ha Ja Ka La Ha Hal Ja Jake Ka Kahn La Ladd Ha Hall
 16 Hal leads; Jeff led all fall; Hal has a safe lead
 17 Hal Hall heads all sales; Jake Hess asks less fee;

4d t and . (period)

Key each line once.

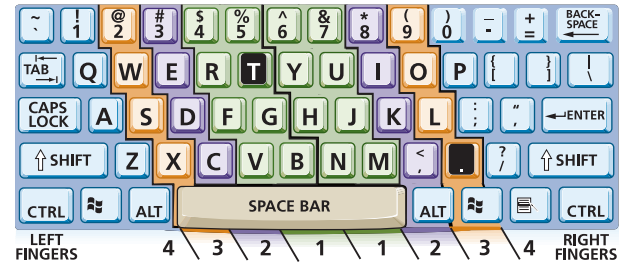


t Reach up with left first finger.



. (period) Reach down with right third finger.

Period: Space once after a period that follows an initial or an abbreviation. To increase readability, space twice after a period that ends a sentence.



t

18 t tf tf aft aft left fit fat fete tiff tie the tin
19 tf at at aft lit hit tide tilt tint sits skit this
20 hat kit let lit ate sit flat tilt thin tale tan at

. (period)

21 .l .l l.l fl. fl. L. L. Neal and J. N. List hiked.
22 Hand J. H. Kass a fan. Jess did. I need an idea.
23 Jane said she has a tan dish; Jae and Lee need it.

all reaches learned

24 I did tell J. K. that Lt. Li had left. He is ill.
25 tie tan kit sit fit hit hat; the jet left at nine.
26 I see Lila and Ilene at tea. Jan Kane ate at ten.

SKILL BUILDING

4e Reinforcement

Key with control; concentrate as you practice the new reaches.

reach review
27 tf .l hj ft ki de jh tf ik ed hj de ft ki l. tf ik
28 elf eel left is sis fit till dens ink has delt ink
h/e
29 he he heed heed she she shelf shelf shed shed she
30 he has; he had; he led; he sleds; she fell; he is
i/t
31 it is if id did lit tide tide tile tile list list
32 it is; he hit it; he is ill; she is still; she is
shift
33 Hal and Nel; Jade dishes; Kale has half; Jed hides
34 Hi Ken; Helen and Jen hike; Jan has a jade; Ken is
35 Nan had a sale.
36 He did see Hal.
enter
37 Lee has a desk.
38 Ina hid a dish.

TECHNIQUE TIP

Tap **Enter** without pausing or looking up from the copy.



LESSON 5

R, Right Shift, C, O

WARMUP 5a

Key each line twice.

home keys 1 a; ad add al all lad fad jak ask lass fall jak lad
 t/h/i/n 2 the hit tin nit then this kith dint tine hint thin
 left shift/. 3 I need ink. Li has an idea. Hit it. I see Kate.
 all reaches 4 Jeff ate at ten; he left a salad dish in the sink.

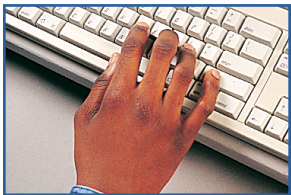
NEW KEYS

5b r and Right Shift

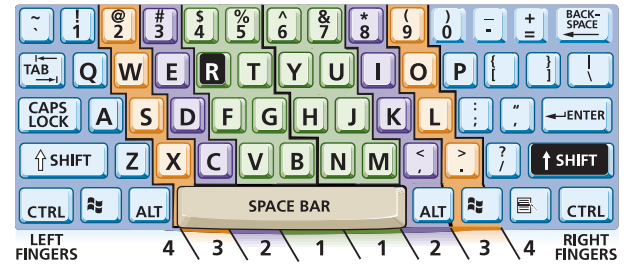
Key each line once.



r Reach up with left first finger.



right shift Reach down with right fourth finger; shift, tap, release.



r

5 r rf rf riff riff fir fir rid ire jar air sir lair
 6 rf rid ark ran rat are hare art rant tire dirt jar
 7 rare dirk ajar lark rain kirk share hart rail tart

right shift

8 D D Dan Dan Dale Ti Sal Ted Ann Ed Alf Ada Sid Fan
 9 and Sid and Dina and Allen and Eli and Dean and Ed
 10 Ed Dana; Dee Falk; Tina Finn; Sal Alan; Anna Deeds

all reaches learned

11 Jane and Ann hiked in the sand; Asa set the tents.
 12 a rake; a jar; a tree; a red fire; a fare; a rain;
 13 Fred Derr and Rai Tira dined at the Tree Art Fair.

14 ir ir ire fir first air fair fire tire rid sir
 15 fir jar tar fir flit rill till list stir dirt fire **DS**

16 Feral is ill. Dan reads. Dee and Ed Finn see Dere.
 17 All is still as Sarah and I fish here in the rain. **DS**

18 I still see a red ash tree that fell in the field.
 19 Lana said she did sail her skiff in the dark lake.

5d c and o

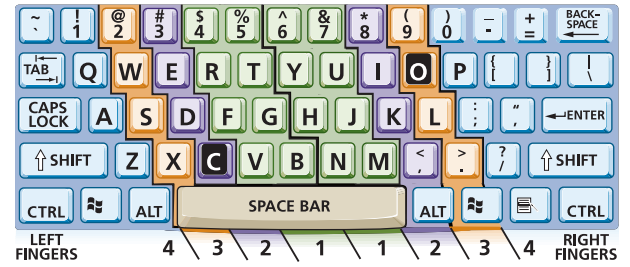
Key each line once.



c Reach down with left second finger.



o Reach up with right third finger.



c

20 c c cd cd cad cad can can tic ice sac cake cat sic
21 clad chic cite cheek clef sick lick kick dice rice
22 call acid hack jack lack lick cask crack clan cane

o

23 o ol ol old old of off odd ode or ore oar soar one
24 ol sol sold told dole do doe lo doll sol solo odor
25 onto door toil lotto soak fort hods foal roan load

all reaches learned

26 Carlo Rand can call Rocco; Cole can call Doc Cost.
27 Trina can ask Dina if Nick Corl has left; Joe did.
28 Case sent Carole a nice skirt; it fits Lorna Rich.

SKILL BUILDING

5e Keyboard Reinforcement

Key each line once; key at a steady pace. Strive for control.

TECHNIQUE TIP

Reach up without moving hands away from your body. Use quick keystrokes.

29 or or for for nor nor ore ore oar oar roe roe sore
o/r
30 a rose | her or | he or | he rode | or for | a door | her doll
31 is is tis tis it it fit fit tie tie this this lits
i/t
32 it is | it is | it is this | it is this | it sits | tie fits
33 en en end end ne ne need need ken ken kneel kneels
e/n
34 lend the | lend the | at the end | at the end | need their
35 ch ch check check ck ck hack lack jack co co cones
c/o
36 the cot | the cot | a dock | a dock | a jack | a jack | a cone
37 Jack and Rona did frost nine of the cakes at last.
all reaches
38 Jo can ice her drink if Tess can find her a flask.
39 Ask Jean to call Fisk at noon; he needs her notes.



LESSON 6

W, Comma, B, P

WARMUP 6a

Key each line twice; avoid pauses.

home row 1 ask a lad; a fall fad; had a salad; ask a sad jak;
 o/t 2 to do it; to toil; as a tot; do a lot; he told her
 dr 3 cots are; has rocks; roll cot; is rich; has an arc
 all reaches 4 Holt can see Dane at ten; Jill sees Frank at nine.

NEW KEYS

6b w and , (comma)

Key each line once.

Comma: Space once after a comma.



w Reach up with left third finger.



, (comma) Reach down with right second finger.

w

5 w ws ws was was wan wit low win jaw wilt wink wolf
 6 sw sw ws ow ow now now row row own own wow wow owe
 7 to sew; to own; was rich; was in; is how; will now

, (comma)

8 k, k, k, irk, ilk, ask, oak, ark, lark, jak, rock,
 9 skis, a dock, a fork, a lock, a fee, a tie, a fan,
 10 Jo, Ed, Ted, and Dan saw Nan in a car lift; a kit

all reaches learned

11 Win, Lew, Drew, and Walt will walk to West Willow.
 12 Ask Ho, Al, and Jared to read the code; it is new.
 13 The window, we think, was closed; we felt no wind.

6c Textbook Keying

Key each line once.

14 walk wide sown wild town went jowl wait white down
 15 a dock, a kit, a wick, a lock, a row, a cow, a fee
 16 Joe lost to Ron; Fiji lost to Cara; Don lost to Al
 17 Kane will win; Nan will win; Rio will win; Di wins
 18 Walter is in Reno; Tia is in Tahoe; then to Hawaii

6d b and p

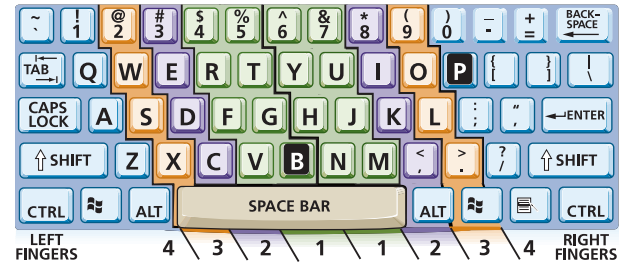
Key each line once.



b Reach down with left first finger.



p Reach up with right fourth (little) finger.



b

19 bf bf bf biff fib fib bib bib boa boa fib fibs rob
20 bf bf bf ban ban bon bon bow bow be be rib rib sob
21 a dob, a cob, a crib, a lab, a slab, a bid, a bath

p

22 p; p; pa pa; pal pal pan pan pad par pen pep paper
23 pa pa; lap lap; nap nap; hep ape spa asp leap clap
24 a park, a pan, a pal, a pad, apt to pop, a pair of

all reaches learned

25 Barb and Bob wrapped a pepper in paper and ribbon.
26 Rip, Joann, and Dick were all closer to the flash.
27 Bo will be pleased to see Japan; he works in Oslo.

SKILL BUILDING

6e Keyboard Reinforcement

Key each line once; key at a steady pace.

reach review 28 ki kid did aid lie hj has has had sw saw wits will
29 de dell led sled jn an en end ant hand k, end, kin
s/w 30 ws ws lows now we shown win cow wow wire jowl when
31 Wes saw an owl in the willow tree in the old lane.
b/p 32 bf bf fib rob bid ;p p; pal pen pot nap hop cap bp
33 Rob has both pans in a bin at the back of the pen.

6f Speed Builder

Key each line twice. Work for fluency.

34 to do | can do | to bow | ask her | to nap | to work | is born
35 for this | if she | is now | did all | to see | or not | or if
all reaches 36 Dick owns a dock at this lake; he paid Ken for it.
37 Jane also kept a pair of owls, a hen, and a snake.
38 Blair soaks a bit of the corn, as he did in Japan.
39 I blend the cocoa in the bowl when I work for Leo.



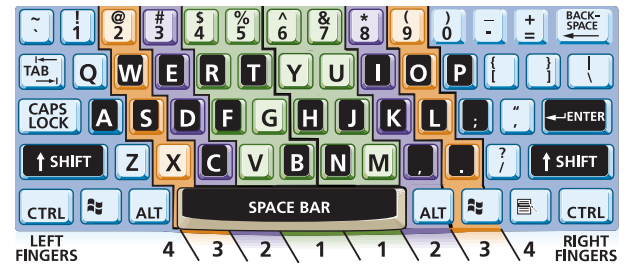
LESSON 7

Review

WARMUP 7a

Key each line twice; begin new lines promptly.

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all 1 We often can take the older jet to Paris and back.
 home 2 a; sl dk fj a;sl dkfj ad as all ask fads adds asks
 1st row 3 Ann Bascan and Cabal Naban nabbed a cab in Canada.
 3rd row 4 Rip went to a water show with either Pippa or Pia.

SKILL BUILDING

7b Textbook Keying

Key each line once; DS between groups of three lines.

5 ws ws was was wan wan wit wit pew paw nap pop bawl
 6 bf bf fb fb fob fob rib rib be be job job bat back
 7 p; p; asp asp pan pan ap ap ca cap pa nap pop prow **DS**
 8 Barb and Bret took an old black robe and the boot.
 9 Walt saw a wisp of white water renew ripe peppers.
 10 Pat picked a black pepper for the picnic at Parks.

7c Textbook Keying

Key each line once; DS between groups of three lines

words 11 a an pan so sot la lap ah own do doe el elf to tot
 phrases 12 if it|to do|it is|do so|for the|he works|if he bid
 sentences 13 Jess ate all of the peas in the salad in the bowl. **DS**

TECHNIQUE TIP

words: key as a single unit rather than letter by letter;

phrases: say and key fluently;

sentences: work for fluency.

words 14 bow bowl pin pint for fork forks hen hens jak jaks
 phrases 15 is for|did it|is the|we did a|and so|to see|or not
 sentences 16 I hid the ace in a jar as a joke; I do not see it. **DS**
 words 17 chap chaps flak flake flakes prow prowl work works
 phrases 18 as for the|as for the|and to the|to see it|and did
 sentences 19 As far as I know, he did not read all of the book.

7d Technique Practice

Key each set of lines once.

▼ Space once after a period following an abbreviation.

spacing: space *immediately* after each word

20 ad la as in if it lo no of oh he or so ok pi be we
21 an ace ads ale aha a fit oil a jak nor a bit a pew
22 ice ades born is fake to jail than it and the cows

spacing/shifting

23 Ask Jed. Dr. Han left at ten; Dr. Crowe, at nine.
24 I asked Jin if she had ice in a bowl; it can help.
25 Freda, not Jack, went to Spain. Joan likes Spain.

7e

Using the Word Processor Timer



Exercises to be keyed in the Word Processor are identified with the Word Processor icon. Follow the instructions in the textbook and key from the textbook.

STANDARD PLAN for Using the Word Processor Timer

You can check your speed in the Word Processor using the Timer.

1. In the Word Processor, click the Timer button on the status bar.
2. The Timer begins once you start to key and stops automatically. Do not tap ENTER at the end of a line. Wordwrap will cause the text to flow to the next line automatically.
3. To save the timing, click the File menu and Save as. Use your initials (*xx*), the exercise number, and number of the timing as the filename. Example: *xx-7f-t1* (your initials, exercise 7f, timing1).
4. Click the Timer button again to start a new timing.
5. Each new timing must be saved with its own name.

7f Timed Writing

1. Take two 1' writings. If you finish before time is up, begin again.
2. Do not tap ENTER at the ends of the lines.

Goal: 12 *gwam*.

It is hard to fake a confident spirit. We will do *gwam*
 better work if we approach and finish a job and 10
 know that we will do the best work we can and then 20
 not fret. 30
32

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

7g Word Processor



1. In the Word Processor, key each line once for fluency. Do not save your work.
2. Set the Timer in the Word Processor for 30". Take two 30" writings on each line. Do not save the timings.

Goal: to reach the end of the line before time is up.

26 Dan took her to the show. *gwam*
 27 Jan lent the bowl to the pros. 12
 28 Hold the wrists low for this drill. 14
 29 Jessie fit the black panel to the shelf. 16
 30 Jake held a bit of cocoa and an apricot for Diane. 18
 31 Dick and I fish for cod on the docks at Fish Lake. 20
 32 Kent still held the dish and the cork in his hand. 20

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |



LESSON 8

G, Question Mark, X, U

WARMUP 8a

Key each line twice. Keep eyes on copy.

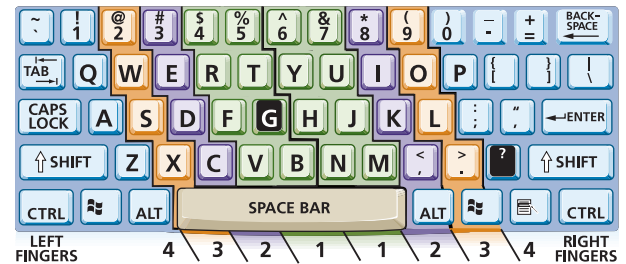
- all 1 Dick will see Job at nine if Rach sees Pat at one.
- w/b 2 As the wind blew, Bob Webber saw the window break.
- p/ 3 Pat, Pippa, or Cap has prepared the proper papers.
- all 4 Bo, Jose, and Will fed Lin; Jack had not paid her.

NEW KEYS

8b g and ?

Key each line once; repeat.

Question mark: The question mark is usually followed by two spaces.



g Reach to *right* with *left first* finger.



? Left SHIFT; reach *down* with *right fourth* finger.

g

- 5 g g gf gaff gag grog fog frog drag cog dig fig gig
- 6 gf go gall flag gels slag gala gale glad glee gals
- 7 golf flog gorge glen high logs gore ogle page grow

?

- 8 ? ?; ?; ? ? Who? When? Where? Who is? Who was?
- 9 Who is here? Was it he? Was it she? Did she go?
- 10 Did Geena? Did he? What is that? Was Jose here?

all reaches learned

- 11 Has Ginger lost her job? Was her April bill here?
- 12 Phil did not want the boats to get here this soon.
- 13 Loris Shin has been ill; Frank, a doctor, saw her.

8c Textbook Keying

Key each line once; DS between groups.

reach review

- 14 ws ws hj hj tf tf ol ol rf rf ed ed cd cd bf bf p;
- 15 wed bid has old hold rid heed heed car bed pot pot
- 16 gf gf gin gin rig ring go gone no nog sign got dog
- 17 to go|to go|go on|go in|go in|to go in|in the sign
- 18 ?; ?;? who? when? where? how? what? who? It is I?
- 19 Is she? Is he? Did I lose Jo? Is Gal all right?

TECHNIQUE TIP

Concentrate on correct reaches.

8d x and u

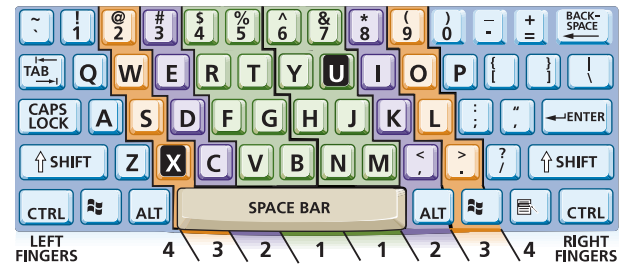
Key each line once; repeat.



x Reach down with left third finger.



u Reach up with right first finger.



x

20 x x xs xs ox ox lox sox fox box ex hex lax hex fax
 21 sx six sax sox ax fix cox wax hex box pox sex text
 22 flax next flex axel pixel exit oxen taxi axis next

u

23 u uj uj jug jut just dust dud due sue use due duel
 24 uj us cud but bun out sun nut gun hut hue put fuel
 25 dual laud dusk suds fuss full tuna tutus duds full

all reaches learned

26 Paige Power liked the book; Josh can read it next.
 27 Next we picked a bag for Jan; then she, Jan, left.
 28 Is her June account due? Has Lou ruined her unit?

SKILL BUILDING

8e Reinforcement

Key each line once; work for control.

29 nut cue hut sun rug us six cut dug axe rag fox run
 30 out of the sun|cut the action|a fox den|fun at six
 31 That car is not junk; it can run in the next race.
 32 etc. tax nick cure lack flex walls uncle clad hurt
 33 lack the cash|not just luck|next in line|just once
 34 June Dunn can send that next tax case to Rex Knox.

8f Timed Writing

Take two 1' timings. If time permits, continue to paragraph 2. Apply wordwrap.

TECHNIQUE TIP

Wordwrap: Text within a paragraph moves automatically to the next line. Tap ENTER only to begin a new paragraph.

How a finished job will look often depends on how
 we feel about our work as we do it. Attitude has
 a definite effect on the end result of work we do.

Tap ENTER once

When we are eager to begin a job, we relax and do
 better work than if we start the job with an idea
 that there is just nothing we can do to escape it.



LESSON 9

Q, M, V, Apostrophe

WARMUP 9a

Key each line twice.

- all letters 1 Lex gripes about cold weather; Fred is not joking.
- space bar 2 Is it Di, Jo, or Al? Ask Lt. Coe, Bill; he knows.
- easy 3 I did rush a bushel of cut corn to the sick ducks.
- easy 4 He is to go to the Tudor Isle of England on a bus.

NEW KEYS

9b q and m

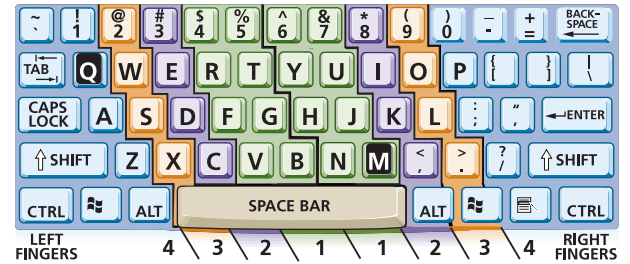
Key each line once; repeat.



q Reach up with left fourth finger.



m Reach down with right first finger.



q

- 5 q qa qa quad quad quaff quant queen quo quit quick
- 6 qa qu qa quo quit quod quid quip quads quote quiet
- 7 quite quilts quart quill quakes quail quack quaint

m

- 8 m mj mj jam man malt mar max maw me mew men hem me
- 9 m mj ma am make male mane melt meat mist amen lame
- 10 malt meld hemp mimic tomb foam rams mama mire mind

all reaches learned

- 11 Quin had some quiet qualms about taming a macaque.
- 12 Jake Coxe had questions about a new floor program.
- 13 Max was quick to join the big reception for Lidia.

9c Textbook Keying

Key each line once for control. DS between groups of two lines.

- m/x 14 me men ma am jam am lax, mix jam; the hem, six men
- 15 Emma Max expressed an aim to make a mammoth model. **DS**
- q/u 16 qa qu aqua aqua quit quit quip quite pro quo squad
- 17 Did Quin make a quick request to take the Qu exam? **DS**
- g/n 18 fg gn gun gun dig dig nag snag snag sign grab grab
- 19 Georgia hung a sign in front of the union for Gib.

9d

v and **'** (apostrophe)

Key each line once; repeat.

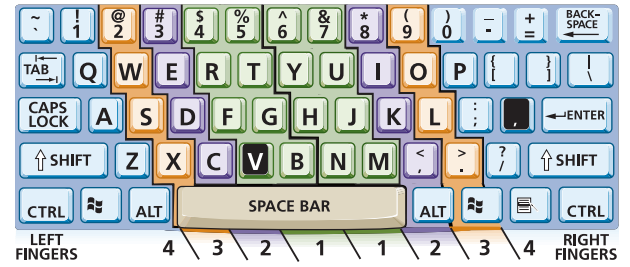


v Reach down with left first finger.



' Reach to the right with the right fourth finger.

Apostrophe: The apostrophe shows (1) omission (as Rob't for Robert or it's for it is) or (2) possession when used with nouns (as Joe's hat).



v

20 v vf vf vie vie via via vim vat vow vile vale vote
21 vf vf ave vet ova eve vie dive five live have lave
22 cove dove over aver vivas hive volt five java jive

' (apostrophe)

23 ' ; ' ; it's it's Rod's ; it's Bo's hat ; we'll do it.
24 We don't know if it's Lee's pen or Norma's pencil.
25 It's ten o'clock ; I won't tell him that he's late.

all reaches learned

26 It's Viv's turn to drive Iva's van to Ava's house.
27 Qua, not Vi, took the jet ; so did Cal. Didn't he?
28 Wasn't Fae Baxter a judge at the post garden show?

SKILL BUILDING

9e Reinforcement

Key each line once.

TECHNIQUE TIP

Keep your hands still as you reach to the third or bottom rows.

29 Viola said she has moved six times in five months.
30 Does Dave live on Vine Street? Must he leave now?
31 Did Viv vote? Can Paque move it? Could Val dive?
32 Didn't Raquel quit Carl Quent after their quarrel?
33 Fred told Brice that the junior class must depart.
34 June and Hunt decided to go to that great musical.
35 Harriette will cook dinner for the swimming teams.
36 Bill's committee meets in an accounting classroom.

9f Timed Writing

Key the paragraph once for control. Key it again a little faster.

We must be able to express our thoughts with ease
if we desire to find success in the business world.
It is there that sound ideas earn cash.



LESSON 10

Z, Y, Quotation Mark, Tab

WARMUP 10a

Key each line twice.

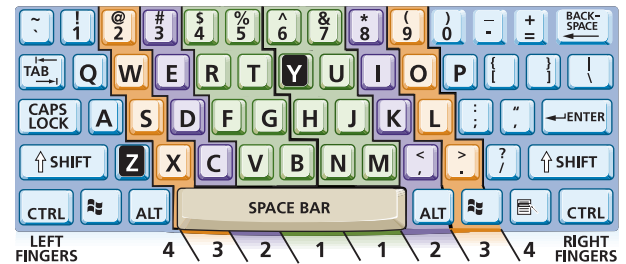
- all letters 1 Quill owed those back taxes after moving to Japan.
- spacing 2 Didn't Vi, Sue, and Paul go? Someone did; I know.
- q/v/m 3 Marv was quite quick to remove that mauve lacquer.
- easy 4 Lana is a neighbor; she owns a lake and an island.

NEW KEYS



10b z and y

Key each line once; repeat.



z Reach down with left fourth finger.



y Reach up with right first finger.

z

- 5 za za zap zap zing zig zag zoo zed zip zap zig zed
- 6 doze zeal zero haze jazz zone zinc zing size ozone
- 7 ooze maze doze zoom zarf zebus daze gaze faze adze

y

- 8 y yj yj jay jay hay hay lay nay say days eyes ayes
- 9 yj ye yet yen yes cry dry you rye sty your fry wry
- 10 ye yen bye yea coy yew dye yaw lye yap yak yon any

all reaches learned

- 11 Did you say Liz saw any yaks or zebus at your zoo?
- 12 Relax; Jake wouldn't acquire any favorable rights.
- 13 Has Mazie departed? Tex, Lu, and I will go alone.

10c Textbook Keying

Key each line once. DS between groups.

direct reach

- 14 Cecilia brings my jumbo umbrella to every concert.
- 15 John and Kim recently brought us an old art piece.
- 16 I built a gray brick border around my herb garden.

DS

adjacent reach

- 17 sa ui hj gf mn vc ew uy re io as lk rt jk df op yu
- 18 In Ms. Lopez' opinion, the opera was really great.
- 19 Polly and I were joining Walker at the open house.

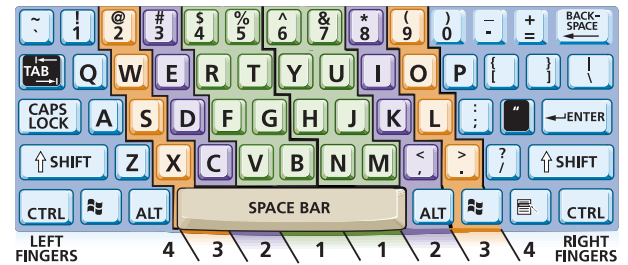
10d

" (quotation mark) and TAB

Key each line once; repeat.



TAB Reach up with left fourth finger.



" Shift; then reach to the right with the right fourth finger.

" (quotation mark)

20 "; "; " " "lingo" "bugs" "tennies" I like "malts."
21 "I am not," she said, "going." I just said, "Oh?"

tab key

22 The tab key is used for indenting paragraphs and aligning columns.

23 Tabs that are set by the software are called default tabs, which are usually a half inch.

SKILL BUILDING

10e Textbook Keying

Key lines 24–30 once. Tap TAB to indent each paragraph. Use wordwrap, tapping ENTER only at the end of each paragraph.

24 The expression "I give you my word," or put another
25 way, "Take my word for it," is just a way I can say, "I
26 prize my name; it clearly stands in back of my words."
27 I offer "honor" as collateral.

tab 28 Tap the tab key and begin the line without a pause to maintain fluency.

29 She said that this is the lot to be sent; I agreed with her.

30 Tap Tab before starting to key a timed writing so that the first line is indented.

10f Timed Writing

Take two 1' timings beginning with paragraph 1. If you finish before time is up, continue with paragraph 2. Use wordwrap.

Goal: 15 gwam

Tab → All of us work for progress, but it is not
always easy to analyze "progress." We work hard
for it; but, in spite of some really good efforts,
we may fail to receive just exactly the response we
want. gwam 1' 8 18 28 39 40

Tab → When this happens, as it does to all of us,
it is time to cease whatever we are doing, have
a quiet talk with ourselves, and face up to the
questions about our limited progress. How can we
do better? 9 18 28 38 40

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

TECHNIQUE TIP

Wordwrap: Text within a paragraph moves automatically to the next line. Tap ENTER only to begin a new paragraph.



LESSON 11

Review

WARMUP 11a

Key each line twice (slowly, then faster).

alphabet 1 Zeb had Jewel quickly give him five or six points.
 " (quote) 2 Can you spell "chaos," "bias," "bye," and "their"?
 y 3 Ty Clay may envy you for any zany plays you write.
 easy 4 Did he bid on the bicycle, or did he bid on a map?
 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SKILL BUILDING

11b

Keyboard Reinforcement

Key each line once; repeat the drill to increase fluency.

5 za za zap az az maze zoo zip razz zed zax zoa zone
 6 Liz Zahl saw Zoe feed the zebra in an Arizona zoo.
 7 yj yj jy jy joy lay yaw say yes any yet my try you
 8 Why do you say that today, Thursday, is my payday?
 9 xs xs sax ox box fix hex ax lax fox taxi lox sixes
 10 Roxy, you may ask Jay to fix any tax sets for you.
 11 qa qa aqua quail quit quake quid equal quiet quart
 12 Did Enrique quietly but quickly quell the quarrel?
 13 fv fv five lives vow ova van eve avid vex vim void
 14 Has Vivi, Vada, or Eva visited Vista Valley Farms?

TECHNIQUE TIP

Work for smoothness, not speed.

11c Speed Builders



Key each balanced-hand line twice, as quickly as you can.

15 is to for do an may work so it but an with them am
 16 am yam map aid zig yams ivy via vie quay cob amend
 17 to do is for an may work so it but am an with them
 18 for it|for it|to the|to the|do they|do they|do it
 19 Pamela may go to the farm with Jan and a neighbor.
 20 Rod and Ty may go by the lake if they go downtown.
 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

11d Textbook Keying

Key each line once. Tap ENTER at the end of each line. DS between the groups of lines.

TECHNIQUE TIP

Tap  to capitalize several letters. Tap it again to toggle  off.

enter: key smoothly without looking at fingers

21 Make the return snappily
22 and with assurance; keep
23 your eyes on your source
24 data; maintain a smooth,
25 constant pace as you key.

DS

space bar: use down-and-in motion

26 us me it of he an by do go to us if or so am ah el
27 Have you a pen? If so, print "Free to any guest."

DS

caps lock: press to toggle it on or off

28 Use ALL CAPS for items such as TO, FROM, or SUBJECT.
29 Did Kristin mean Kansas City, MISSOURI, or KANSAS?

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11e Timed Writing

1. Take two 2' timings on all paragraphs. If you finish before time is up, start over with paragraph 1. Use wordwrap. Key fluently but with control.

Goal: 16 *wam*

2. End the lesson but do not exit the software.

To determine gross-words-a-minute (*gwam*) rate for 2':

Follow these steps if you are *not* using the Timer in the Word Processor.

1. Note the figure at the end of the last line completed.
2. For a partial line, note the figure on the scale directly below the point at which you stopped keying.
3. Add these two figures to determine the total gross words a minute (*gwam*) you keyed.

| | | | | | | | | | | | | | |
|---|-------|----------|---------|--------|---------------|---------|----------|------|----------|----|-------------|----|----|
| | | | | | | | | | | | <i>gwam</i> | 2' | |
| | | • | | 4 | | • | | 8 | | | | | |
| | Have | we | thought | of | communication | as | a | kind | | | 4 | 31 | |
| • | | 12 | | • | | 16 | | | | | | | |
| | of | war | that | we | wage | through | each | day? | | | 8 | 35 | |
| | | • | | 4 | | • | | 8 | | | | | |
| | When | we | think | of | it | that | way, | good | language | | 12 | 39 | |
| • | | 12 | | • | | 16 | | • | | | | | |
| | would | seem | to | become | our | major | line | of | attack. | | 17 | 44 | |
| | | • | | 4 | | • | | 8 | | | | | |
| | Words | become | muscle; | in | a | normal | exchange | or | in | | 22 | 49 | |
| • | | 12 | | • | | 16 | | • | | 20 | | | |
| | a | quarrel, | we | do | well | to | realize | the | power | of | words. | 27 | 54 |

11f Enrichment

1. Click the Skill Building tab from the main menu and choose Technique Builder; select Drill 1a.
2. Key Drill 1a from page 31. Key each line once striving for good accuracy.
3. The results will be listed on the Skill Building Report.



LESSON 12

Review

WARMUP 12a

Key each line twice (slowly, then faster).

- alphabet 1 Jack won five quiz games; Brad will play him next.
 - q 2 Quin Racq quickly and quietly quelled the quarrel.
 - z 3 Zaret zipped along sizzling, zigzag Arizona roads.
 - easy 4 Did he hang the sign by the big bush at the lake?
- | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SKILL BUILDING



12b New Key Review

Key each line once; DS between groups. Work for smoothness, not speed.

- b/f 5 bf bf fab fab ball bib rf rf rib rib fibs bums bee
- 6 Did Buffy remember that he is a brass band member?
- z/y 7 za za zag zig zip yj yj jay eye day lazy hazy zest
- 8 Liz amazed us with the zesty pizza on a lazy trip.
- q/u 9 qa qa quo qt. quit quay quad quarm que uj jug quay
- 10 Where is Quito? Qatar? Boqueirao? Quebec? Quilmes?
- v/m 11 vf vf valve five value mj mj ham mad mull mass vim
- 12 Vito, enter the words vim, vivace, and avar; save.
- all 13 I faced defeat; only reserves saved my best crews.
- 14 In my opinion, I need to rest in my reserved seat.
- all 15 Holly created a red poppy and deserves art awards.
- 16 My pump averages a faster rate; we get better oil.

12c Textbook Keying

Key each line once; DS between groups. Work for smooth, unhurried keying.

- de/ed 17 ed fed led deed dell dead deal sled desk need seed
- 18 Dell dealt with the deed before the dire deadline.
- ol/lo 19 old tolls doll solo look sole lost love cold stole
- 20 Old Ole looked for the long lost olive oil lotion.
- op/po 21 pop top post rope pout port stop opal opera report
- 22 Stop to read the top opera opinion report to Opal.
- we/ew 23 we few wet were went wears weather skewes stew blew
- 24 Working women wear sweaters when weather dictates.

TECHNIQUE TIP

Keep fingers curved and body aligned properly.

12d Textbook Keying

Key each line once; DS between groups of three lines. Concentrate and key with control.

TECHNIQUE TIP

Keep hands quiet; do not bounce. Keep fingers curved and upright.

- 25 a for we you is that be this will be a to and well
 - 26 as our with I or a to by your form which all would
 - 27 new year no order they so new but now year who may DS
 - 28 This is Lyn's only date to visit their great city.
 - 29 I can send it to your office at any time you wish.
 - 30 She kept the fox, owls, and fowl down by the lake. DS
 - 31 Harriette will cook dinner for the swimming teams.
 - 32 Annette will call at noon to give us her comments.
 - 33 Johnny was good at running and passing a football.
- | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

12e Timed Writing

Key a 2' timing on both paragraphs. If you finish before time is up, start again with paragraph 1. Key fluently but not rushed. Repeat the timing again for 2'.



all letters

Goal: 16 gwam

Copy Difficulty

What factors determine whether copy is difficult or easy? Research shows that difficulty is influenced by syllables per word, characters per word, and percent of familiar words. Carefully controlling these three factors ensures that speed and accuracy scores are reliable—that is, increased scores reflect increased skill.

In Level 1, all timings are easy. Note “E” inside the triangle at left of the timing. Easy timings contain an average of 1.2 syllables per word, 5.1 characters per word, and 90 percent familiar words. Easy copy is suitable for the beginner who is mastering the keyboard.

| | |
|---|---------|
| | gwam 2' |
| There should be no questions, no doubt, about | 5 35 |
| the value of being able to key; it's just a matter | 10 40 |
| of common sense that today a pencil is much too slow. | 15 45 |
| Let me explain. Work is done on a keyboard | 19 49 |
| three to six times faster than other writing and | 24 54 |
| with a product that is a prize to read. Don't you | 29 59 |
| agree? | 30 60 |
| 2' 1 2 3 4 5 | |



LESSON 13

Review

WARMUP 13a

Key each line twice (slowly, then faster).

alphabet 1 Bev quickly hid two Japanese frogs in Mitzi's box.
 shift 2 Jay Nadler, a Rotary Club member, wrote Mr. Coles.
 ,(comma) 3 Jay, Ed, and I paid for plates, knives, and forks.
 easy 4 Did the amendment name a city auditor to the firm?
 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

SKILL BUILDING

13b Textbook Keying

Key each line once; DS between groups of lines.

Key the text as suggested:

Lines 5–7: Key the words as a single unit.

Lines 8–10: Key the words letter by letter.

Lines 11–13: Vary your keying as your fingers find the right rhythm.

word-level response: key short, familiar words as units

5 is to for do an may work so it but an with them am
 6 Did they mend the torn right half of their ensign?
 7 Hand me the ivory tusk on the mantle by the bugle.

letter-level response: key more difficult words letter by letter

8 only state jolly zest oil verve join rate mop card
 9 After defeat, look up; gaze in joy at a few stars.
 10 We gazed at a plump beaver as it waded in my pool.

combination response: use variable speed; your fingers will let you feel the difference

11 it up so at for you may was but him work were they
 12 It is up to you to get the best rate; do it right.
 13 This is Lyn's only date to visit their great city.
 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

13c

Keyboard Reinforcement

Key each line once; fingers well curved, wrists low.

p 14 Pat appears happy to pay for any supper I prepare.
 x 15 Knox can relax; Alex gets a box of flax next week.
 v 16 Vi, Ava, and Viv move ivy vines, leaves, or stems.
 ' 17 It's a question of whether they can't or won't go.
 ? 18 Did Jan go? Did she see Ray? Who paid? Did she?
 . 19 Ms. E. K. Nu and Lt. B. A. Walz had the a.m. duty.
 " 20 "Who are you?" he asked. "I am," I said, "Marie."
 ; 21 Find a car; try it; like it; work a price; buy it.

13d Textbook Keying

Troublesome Pairs: Key each line once; DS between groups.



TECHNIQUE TIP

Keep hands and arms still as you reach up to the third row and down to the first row.

t 22 at fat hat sat to tip the that they fast last slat
 r 23 or red try ran run air era fair rid ride trip trap
 tr 24 A trainer sprained an arm trying to tame the bear. **DS**

m 25 am me my mine jam man more most dome month minimum
 n 26 no an now nine once net knee name ninth know never
 m/n 27 Many men and women are important company managers. **DS**

o 28 on or to not now one oil toil over only solo today
 i 29 it is in tie did fix his sit like with insist will
 oi/i 30 Joni will consider obtaining options to buy coins. **DS**

a 31 at an as art has and any case data haze tart smart
 s 32 us as so say sat slap lass class just sassy simple
 a/s 33 Disaster was averted as the steamer sailed to sea. **DS**

e 34 we he ear the key her hear chef desire where there
 i 35 it is in tie did fix his sit like with insist will
 ei/i 36 An expression of gratitude for service is desired.

13e Timed Writing

Key a 2' writing on both paragraphs. If you finish before time is up, start again with paragraph 1. Key fluently but not rushed. Repeat the timing again for 2'.



all letters

Goal: 16 gwam

gwam 2'

• 4 • 8

The questions of time use are vital ones; we 5

• 12 • 16

miss so much just because we don't plan. 9

• 4 • 8

When we organize our days, we save time for 13

• 12 • 16

those extra premium things we long to do. 17

2' | 1 | 2 | 3 | 4 | 5 |

1

Skill Builder

KEYBOARDING PRO DELUXE

Skill Building

Technique Builder

From the Skill Building tab, select Technique Builder and then the drill. Key each line once at a comfortable rate. Tap ENTER at the end of each line. Single-space the drill. Concentrate and key accurately. Repeat if desired.

DRILL 1

Goal: reinforce key locations
Key each line once at a comfortable, constant rate.



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TECHNIQUE TIP

Keep

- your eyes on source copy
- your fingers curved, upright
- your wrists low but not touching
- your elbows hanging loosely
- your feet flat on the floor

Drill 1a

- A We saw that Alan had an alabaster vase in Alabama.
B My rubber boat bobbed about in the bubbling brook.
C Ceci gave cups of cold cocoa to Rebecca and Rocco.
D Don's dad added a second deck to his old building.
E Even as Ellen edited her document, she ate dinner.
F Our firm in Buffalo has a staff of forty or fifty.
G Ginger is giving Greg the eggs she got from Helga.
H Hugh has eighty high, harsh lights he might flash.

Drill 1b

- I Irik's lack of initiative is irritating his coach.
J Judge J. J. Jore rejected Jeane and Jack's jargon.
K As a lark, Kirk kicked back a rock at Kim's kayak.
L Lucille is silly; she still likes lemon lollipops.
M Milt Mumm hammered a homer in the Miami home game.
N Ken Linn has gone hunting; Stan can begin canning.
O Jon Soto rode off to Otsego in an old Morgan auto.
P Philip helped pay the prize as my puppy hopped up.
Q Quiet Raquel quit quoting at an exquisite marquee.

Drill 1c

- R As Mrs. Kerr's motor roared, her red horse reared.
S Sissie lives in Mississippi; Lissa lives in Tulsa.
T Nat told Betty not to tattle on her little sister.
U Ula has a unique but prudish idea on unused units.
V Eva visited every vivid event for twelve evenings.
W We watched as wayworn wasps swarmed by the willow.
X Tex Cox waxed the next box for Xenia and Rex Knox.
Y Ty says you may stay with Fay for only sixty days.
Z Hazel is puzzled about the azure haze; Zack dozes.

DRILL 2

Goal: strengthen up and down reaches

Keep hands and wrists quiet; fingers well curved in home position; stretch fingers up from home or pull them palmward as needed.

home position

- 1 Hall left for Dallas; he is glad Jake fed his dog.
- 2 Ada had a glass flask; Jake had a sad jello salad.
- 3 Lana Hask had a sale; Gala shall add half a glass.

down reaches

- 4 Did my banker, Mr. Mavann, analyze my tax account?
- 5 Do they, Mr. Zack, expect a number of brave women?
- 6 Zach, check the menu; next, beckon the lazy valet.

up reaches

- 7 Prue truly lost the quote we wrote for our report.
- 8 Teresa quietly put her whole heart into her words.
- 9 There were two hilarious jokes in your quiet talk.

DRILL 3

Goal: strengthen individual finger reaches

first finger

- 1 Bob Mugho hunted for five minutes for your number.
- 2 Juan hit the bright green turf with his five iron.
- 3 The frigates and gunboats fought mightily in Java.

second finger

- 4 Dick said the ice on the creek had surely cracked.
- 5 Even as we picnicked, I decided we needed to diet.
- 6 Kim, not Mickey, had rice with chicken for dinner.

third/fourth finger

- 7 Pam saw Roz wax an aqua auto as Lex sipped a cola.
- 8 Wally will quickly spell Zeus, Apollo, and Xerxes.
- 9 Who saw Polly? Zoe Pax saw her; she is quiet now.

DRILL 4

Goal: strengthen special reaches

Emphasize smooth stroking. Avoid pauses, but do not reach for speed.

adjacent reaches

- 1 Falk knew well that her opinions of art were good.
- 2 Theresa answered her question; order was restored.
- 3 We join there and walk north to the western point.

direct reaches

- 4 Barb Nunn must hunt for my checks; she is in debt.
- 5 In June and December, Irvin hunts in Bryce Canyon.
- 6 We decided to carve a number of funny human faces.

double letters

- 7 Anne stopped off at school to see Bill Wiggs cook.
- 8 Edd has planned a small cookout for all the troop.
- 9 Keep adding to my assets all fees that will apply.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

DRILL 5

Goal: improve troublesome pairs
Use a controlled rate without pauses.

1 ad add did does dish down body dear dread dabs bad
d/k 2 kid ok kiss tuck wick risk rocks kayaks corks buck
3 Dirk asked Dick to kid Drake about the baked duck.
4 deed deal den led heed made needs delay he she her
efi 5 kit kiss kiln kiwi kick kilt kind six ribs kill it
6 Abie had neither ice cream nor fried rice in Erie.
7 fib fob fab rib beg bug rob bad bar bed born table
b/v 8 vat vet gave five ever envy never visit weave ever
9 Did Harv key jibe or jive, TV or TB, robe or rove?
10 aft after lift gift sit tot the them tax tutu tyro
tr 11 for far ere era risk rich rock rosy work were roof
12 In Toronto, Ruth told the truth about her artwork.
13 jug just jury judge juice unit hunt bonus quiz bug
u/y 14 jay joy lay you your only envy quay oily whey body
15 Willy usually does not buy your Yukon art in July.

DRILL 6

Goal: fluency

1 Dian may make cocoa for the girls when they visit.
2 Focus the lens for the right angle; fix the prism.
3 She may suspend work when she signs the torn form.
4 Augment their auto fuel in the keg by the autobus.
5 As usual, their robot did half turns to the right.
6 Pamela laughs as she signals to the big hairy dog.
7 Pay Vivian to fix the island for the eighty ducks.

DRILL 7

Goal: eyes on the copy

Option: In the Word Processor, set the Timer for Variable and then either 20" or 30". Choose a *gwam* goal that is two to three words higher than your best rate. Try to reach your goal.



| | words | 30" | 20" |
|--|-------|-----|-----|
| 1 Did she make this turkey dish? ENTER | 12 | 18 | |
| 2 Blake and Laurie may go to Dubuque. | 14 | 21 | |
| 3 Signal for the oak sleigh to turn right. | 16 | 24 | |
| 4 I blame Susie; did she quench the only flame? | 18 | 27 | |
| 5 She turns the panel dials to make this robot work. | 20 | 30 | |

Timed Writings

Any timed writing in the book can be completed using the Timed Writing feature.

TO USE THE TIMED WRITING FEATURE:

1. Select the Timed Writing tab from the Main screen.
2. Scroll to select the timed writing.
3. Select the source and the timing length. For example,
 - Select Paragraph 1 and 1'. Key paragraph 1; if you finish before time is up, repeat the same paragraph.
 - Select Paragraph 2 and 1'. Key paragraph 2; repeat the same paragraph if you finish before time is up.
 - Select the Entire Writing and 2'. Try to maintain your 1' rate. If you finish before time is up, start over, beginning with paragraph 1.
4. Timings save automatically.
5. The Timed Writing Report displays the results of the last 20 timed writings and the best three timings at each speed.

Goal: build staying power

1. Key each paragraph as a 1' timing.
2. Key a 2' timing on both paragraphs.



Writing 1: 18 gwam

gwam 2'

Why spend weeks with some problem when just a few quiet minutes can help us to resolve it. 6
 If we don't take time to think through a problem, it will swiftly begin to expand in size. 9
 15
 18

Writing 2: 20 gwam

We push very hard in our quest for growth, and we all think that only excellent growth will pay off. 5
 Believe it or not, one can actually work much too hard, be much too zealous, and just miss the mark. 10
 16
 20

Writing 3: 22 gwam

A business friend once explained to me why he was often quite eager to be given some new project to work with. 6
 My friend said that each new project means he has to organize and use the best of his knowledge and his skill. 11
 16
 22

Writing 4: 24 gwam

Don't let new words get away from you. Learn how to spell and pronounce new words and when and how finally to use them. 6
 A new word is a friend, but frequently more. New words must be used lavishly to extend the size of your own word power. 12
 18
 24

2' | 1 | 2 | 3 | 4 | 5 | 6 |

Note: The dot above text represents two words.

Writing 5: 26 *gwam*

gwam 2'

We usually get best results when we know where we are
going. Just setting a few goals will help us quietly see what
we are doing.

Goals can help measure whether we are moving at a good
rate or dozing along. You can expect a goal to help you find
good results.

Writing 6: 28 *gwam*

To win whatever prizes we want from life, we must plan to
move carefully from this goal to the next to get the maximum
result from our work.

If we really want to become skilled in keying, we must
come to see that this desire will require of us just a little
patience and hard work.

Writing 7: 30 *gwam*

Am I an individual person? I'm sure I am; still, in a
much, much bigger sense, other people have a major voice in
thoughts I think and actions I take.

Although we are each a unique person, we all work and
play in organized groups of people who do not expect us to
dismiss their rules of law and order.

2' | 1 | 2 | 3 | 4 | 5 | 6 |