Writing Basics → Keyboarding Skills
Level: Elementary School

Learning to use a keyboard will help you produce neat schoolwork that is quick and easy to edit. If you learn to keyboard with your fingers in the correct position, your keyboarding will soon be faster than writing by hand.

Look at the colored keyboard image below to help with finger placement. Let your index (pointer) fingers rest on the F and J keys and your other fingers on the keys that match their color. These are the “home keys” -- you should feel a little ridge that allows you to find them quickly (without peeking). Practice keeping your fingers in position as you type the letters and words on the next page.
Place your fingers in the correct typing position. Using the “home row” keys, type the letters and words below. Don’t forget the space between the letters!

```
asdfg
hjk'l;'k
asadfg
hjk';
ka
;s
df
;j
gh

as
la
lad
sad
fad
gad
had
jag
hag
lag
```

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