

## Writing Basics → Keyboarding Skills

Level: High School

*Learning to use a keyboard will help you with essays, exams, and even job applications. 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). Now extend your fingers to reach the row above the “home row,” being sure to use correct fingering. Next, retract your fingers to hit the row below the home row. Practice keeping your fingers in position as you type the letters and words on the next page.



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Place your fingers in the correct typing position. Type the letters and words below. Use the shift key as you type for upper case. Don't forget the space between the letters!

**z x c v b n m , . /**

**Z X C V B N M < > ?**

**so**

**sax**

**dab**

**man**

**to**

**no**

**zag**

**haze**

**maze**

**The dog ran far away.**

**Axes are sharp and cold.**

**Next week we will visit; we will bring cake.**

**“No, I can't go to the game.”**

**“Quit while you're ahead, man.”**

**To Whom It May Concern,**

**Sincerely,**

**Best Wishes,**

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