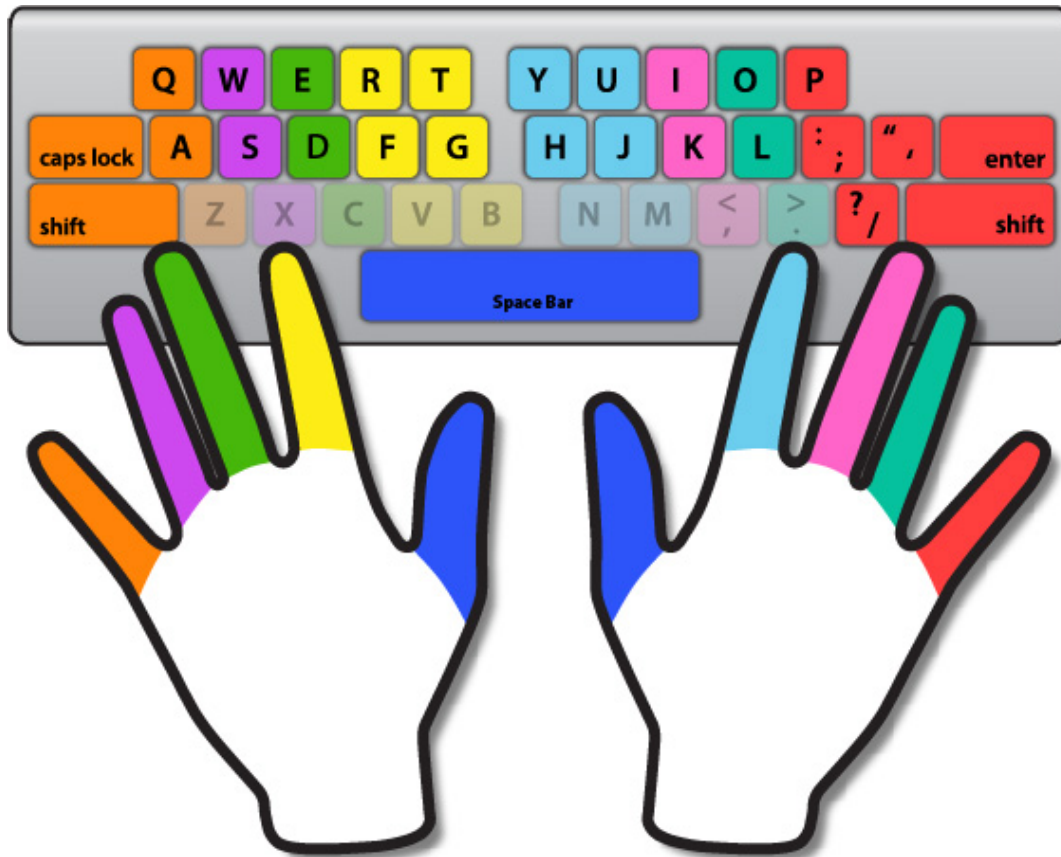


Writing Basics → Keyboarding Skills

Level: Middle School

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

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. 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 upper case letters. Don't forget the space between the letters!

q w e r t

y u i o p

Q W E R T Y U I O P

Q w E r T y U i O p

of

if

to

so

awe

pit

set wet get pet jet;

rid hid "slid" lid's

rode

poet

The queen saw light for quitters last Friday

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