

Keyboarding Course

Lessons 1-25

20e

COLLEGE
KEYBOARDING

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The Power of Keyboarding... Starts Here!

LEARN . . . DISCOVER

Touch Keyboarding

Communication Skills

Windows 10 Basics

Discover the power of *College Keyboarding, 20th edition* print and digital solutions.

College Keyboarding, 20e, combines easy-to-use tools with a proven track record of ensuring classroom and workplace success.

Keyboarding in Skills Assessment Manager (SAM) provides the tools to master document skills for use in school, career, and personal situations.

NEW to This Edition

- Coverage of Windows 10
- Correlation with the web-based Skills Assessment Manager (SAM) to build, apply, and assess skills
- Deletion of KPDO references and updated instructions in the print book so that the book is not dependent on KPDO
- Updated Know Your Computer section reflecting changes in computer hardware and software
- Updated drill lines to conform to the key presentation sequence
- New standard plans in the Skill Builders for using timed writings, building speed, and improving accuracy; updated instructions in drills and timed writings to enable students to apply these plans
- Number Expression moved to Lessons 1–55 book

Meet SAM (Skills Assessment Manager)

SAM's online learning environments enable students to learn *Microsoft Office* and computer concepts essential to academic and career success. Students observe and practice, then apply their skills in the live application. Autograded assignments save time and energy.

For the 20th edition of *College Keyboarding*, SAM replaces KPDO as an optional digital companion to the print text. With SAM, the keying drills, timed writings, skill buildings, and other activities can be completed and submitted online. If your course is using SAM, visit www.sam.cengage.com to find out more about how to use SAM with this textbook.



Ready, Set, Key!

The keys to success include carefully designed lessons and reliable, dependable, easy-to-use technology tools.

An abundance of crafted exercises keep lessons fun and help build a strong foundation.

Textbook Keying and Timed Writings

Build confidence and success through textbook keying exercises and timed writings.

Lesson 5R Review

Warmup Lesson 5Ra Warmup

Skill Building

5Rb Improve Keystroking

1. Key each line once.
2. Keep your eyes on the copy.

5Rc Build Skill

1. Key a 1' timing; use wordwrap=off; not return at the end of the line. If you finish before time is up, begin again.
2. Key a 1' timed writing at a slower but fluent pace.

5Rd Timed Writing

Connie said that noon. He is a try others. He can offered to do all a nice offer.

1e i

19 i ik ik ik is is id id if if ill i ail did kid lid
20 i ik aid did did lid lide kids ill aid did ilk
21 id aid aids laid said ide lid akids kias disk dial

1f Master New Keys

22 id mid ail fail mail jail ails elid dill will fill
23 aid lade; if a kid is; a salad lid; kies a ead dad
24 as ad ail ask jak lad dad said ill kill fail disks
25 is all ead lass a lid; is silk; silk disk; dad is;

1g Build Skill

26 as an ask ask ad ad lad lad all all fall fall asks
27 as asks did disk ail fail sail aile jail will silk
28 ask dad; dade said; is disk; kies a lad; salad lid
29 fill a sail; aid a lad; is silk; if a dial; a jail
30 is a disk; dade said; did fall ill; if a lass did;

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 key their research reports 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.

LESSON 5 HOME ROW, SPACE BAR, ENTER, I MODULE 7

Workplace Success

Learn how to survive and thrive in the workplace with tips provided in Workplace Success boxes.

Skill Builders

Strengthen your techniques and accuracy as well as build speed through extra practice with Skill Builders at the end of each module.

Communication

24e Composition

1. Open the file *xx-profile* that you created in Lesson 18.
2. Position the insertion point at the end of the last paragraph. Tap ENTER twice.
3. Key an additional paragraph that begins with the following sentence:
Thank you for allowing me to introduce myself.
4. Finish the paragraph by adding two or more sentences that describe your progress and satisfaction with keyboarding.
5. Use the backspace key to correct errors as you key the document.

Communication Activities

Build skills in proofreading, composition, and more through practicing communication activities.

Skill Builder 1

Skill Building Emphasis on Improving Techniques

For each 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.

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 Irl's lack of initiative is irritating his coach.
J Judge J. J. Jore rejected Jeanne 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 Limb has gone hunting; Stan can begin canning.
O Jon Soto rode off to Otego in an old Morgan auto.
P Philip helped pay the prize as my puppy hopped up.
Q Quiet Raquel quit quiting at an exquisite marquee.

Drill 1c

R As Mrs. Kerr's motor roared, her red horse reared.
S Sisnie lives in Mississippi; Liana 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 neat 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 does.

TECHNIQUE TIP

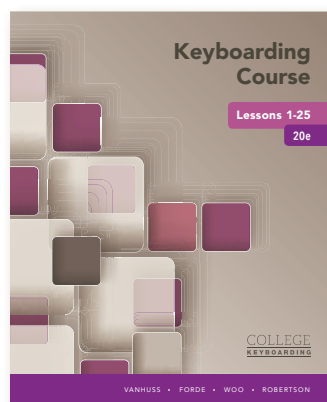
Keep

- 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

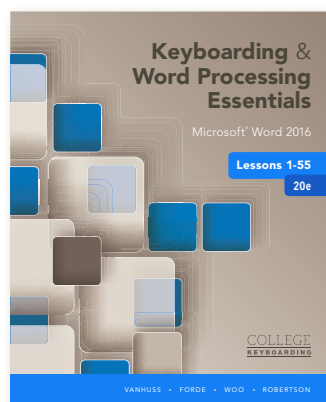
SKILL BUILDER 1 MODULE 7 37

Powerful Tools . . . Working for You

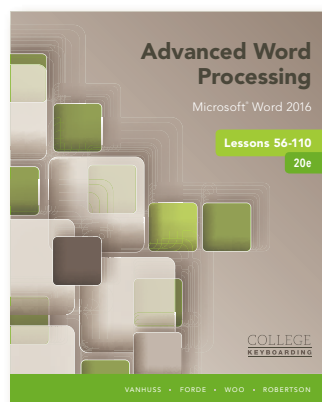
College Keyboarding 20e provides the tools students need to develop expertise in keyboarding, document formatting, and essential word processing skills using *Microsoft Word 2016*.



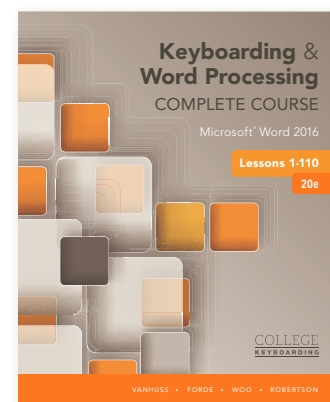
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Supplemental Resources

Instructor Companion Site

A robust instructor companion website provides the materials you need to teach this course, including an instructor's manual; tests; solution files; syllabus; Communication Skills pretests, post-tests, and references; and more. To access the instructor companion site, sign in to login.cengage.com and add this text to your instructor dashboard.

Student Companion Site

The data files needed to complete this text's activities are found on the free student companion website for this text. To access the student companion site, visit login.cengage.com and search for this text.

Keyboarding in Skills Assessment Manager (SAM)

For the 20th edition of *College Keyboarding*, SAM replaces KPDO as an optional digital companion to the print text. With SAM, the keying drills, timed writings, skill buildings, and other activities can be completed and submitted online.

Instructors may teach the course using the print book only, the print book plus SAM, or SAM only. If your course is using SAM, visit www.sam.cengage.com to find out more about how to use SAM with this textbook.

To purchase SAM with a print textbook, use the following ISBNs:

Lessons 1–25: ISBN 9781337103251

Lessons 1–55: ISBN 9781337103022

Lessons 56–110: ISBN 9781337103268

Lessons 1–110: ISBN 9781337103275



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Know Your Computer



All-in-One Computer

Monitor and Processor Combined
Keyboard and Mouse Separate



Laptop Computer

Monitor, Processor, Keyboard,
and Mouse Combined



Desktop Computer

Monitor, Processor, Keyboard,
and Mouse Separate



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Keys to Enter/Format Text

1. **Alphanumeric**—letters, numbers, and symbols.
2. **Tab**—positions text at fixed points.
3. **Caps Lock**—capitalizes all letters.
4. **Shift key**—capitalizes single letter; keys symbols.
5. **Space bar**—inserts space in text.
6. **Enter**—moves insertion point down to next line.
7. **Backspace**—deletes text to left of insertion point.
8. **Delete**—removes text to right of insertion point.
9. **Insert**—adds text or activates typeover.
10. **Numeric keypad**—numbers.

Keys to Execute Commands or Navigate

(Command keys often are used with other keys and vary with software.)

11. **Function (F1-F12) keys**
12. **Esc (Escape)**—cancel; stops action.
13. **Ctrl (Control)**
14. **Windows key**—displays Start menu and executes other commands.
15. **Alt (Alternate)**
16. **Arrow keys**—moves insertion point up, down, left, or right.
17. **Navigation keys**—Home, End, Page Up, and Page Down.

Developing Keyboarding Skill

Learning Outcomes

Keyboarding

- + Key the alphabetic and numeric keys by touch.
- + Develop good keyboarding techniques.
- + Key fluently—at least 25 words per minute.
- + Develop reasonable accuracy.

Communication Skills

- + Develop proofreading skills.
- + Apply proofreaders' marks and revise text.

Keyboarding Assessment/Placement

Warmup

Key the paragraph using wordwrap (do not tap ENTER at the end of lines). Repeat if desired.

Good keyboarding skills are essential for almost all careers today. The time spent learning to key quickly and accurately is time well spent. Use good posture and good techniques to get you started on the right track. Then work diligently to achieve your speed and accuracy goals. Good keyboarding skills will save you time in preparing assignments for all of your classes. Also your work will impress your instructors.

LA ALL LETTERS

gwam 3'

Timed Writing

1. Take a 3' timed writing; use wordwrap (do not tap ENTER at the end of lines).
2. Tap TAB to begin.
3. Take a second 3' timed writing.

Note:

1' = 1 minute

30" = 30 seconds

Learning to key is just the first step toward developing a very 4
meaningful career skill. The next step is to build both speed and 9
accuracy. With basic keyboarding skills, you will be able to present 13
information in an attractive format that is quite easy to read. You will 18
also be able to develop your communication skills at the same time. 23

The next big step is to learn word processing. The software 27
most often used in business organizations is Word, which is much 31
more sophisticated than the basic word processor you used for 35
your warmup. With Word you will be able to create attractive 39
letters, memos, reports, and many other types of documents used 43
in business. 44

One of the exciting things about working diligently to develop 48
a skill is that you have the opportunity to set very specific goals 53
and challenge yourself to meet them. Nothing is more motivating 57
than being able to accomplish the goals that we set for ourselves. 62
The incremental goals that you meet each day will result in major 66
progress by the end of the course. 68

3' | 1 | 2 | 3 | 4 |

Alphabetic Keys

LEARNING OUTCOMES

Lessons 1–10

*Alphabetic and Basic
Punctuation Keys*

Lessons 11–13

Review

- 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

Keyboarding *A Wise Investment Now and For Your Career*

As you begin your keyboarding course, think about these two questions:

1. Why is keyboarding a great investment?

The ability to key rapidly and accurately is a lifelong skill. Instructors in virtually all courses expect you to submit papers and other assignments that have been keyed accurately and formatted attractively. Good keyboarding skills will result in time saved and will also give you a competitive advantage in courses such as *Word*, *Excel*, and *PowerPoint* as well as in many other courses, part-time jobs, and ultimately your career.

2. How can I get the best return on my investment?

Keyboarding is a psychomotor skill that requires muscle memory development with corrective drills and practice just as a pianist preparing for a concert or an athlete preparing for a sporting event has to develop basic skills. Your ultimate success in keying effectively is determined by the keyreach techniques you develop. You build muscle memory by reinforcing correct reaches over and over. Position is the constant point of reference for successful typists. Your textbook, software, and instructor will serve as your coach in developing the correct:

- Body position
- Finger position
- Wrist position
- Eyes position on screen/copy

STANDARD PLAN

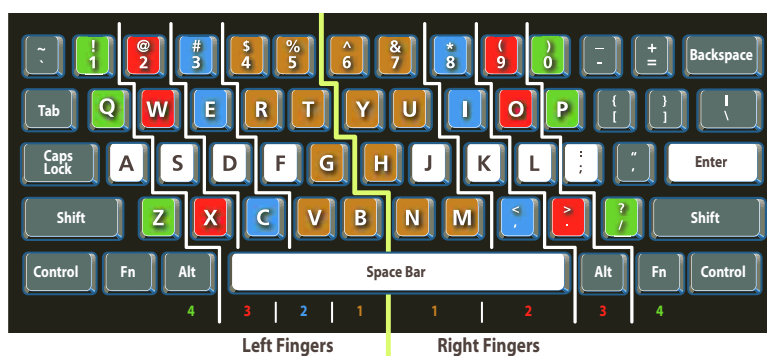
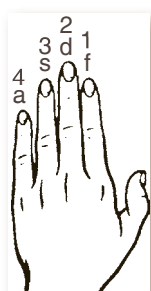
For Learning New Keyreaches

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 down reach, curve the finger a bit more.
3. Use these directions for learning all new keyreaches.

New Keys

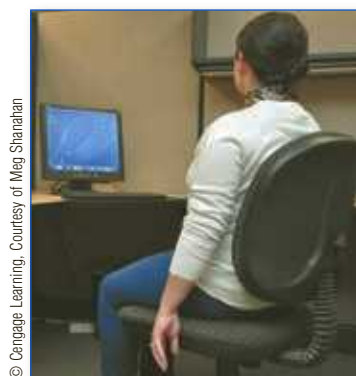


1a Learn Home Row



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-row position. You are now in home-row position.



Note the curve of your fingers when your arms are hanging loosely at your side. Maintain this same curve when you place your hands on the home row.

1b Learn Space Bar and ENTER

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 ;).



1c Master New Keys

Key each line once. Tap ENTER at the end of each line.

1 j jj f ff k kk d dd l ll s ss ; ;; a aa jkl; fdsa
2 a aa ; ;; s ss l ll d dd k kk f ff j jj fdsa jkl;
3 ff jj ff jj fj fj fj dd kk dd kk dk dk dk
4 ss ll ss ll sl sl sl aa ;; aa ;; a; a; a;
5 fj fj dk dk sl sl a; fjdk sla; fjkd ls;a
6 fff jjj fjf fff jjj fjf fjf jfj jfj fjf
7 ddd kkk dkd ddd kkk dkd dkd kdk kdk dkd
8 sss lll sls sss lll sls sls lsl lsl sls
9 aaa ;;; a;a aaa ;;; a;a a;a ;a; ;a; a;a
10 f j d k s l a ; ; a l s k d j f
11 ff jj dd kk ss ll aa ;; jj ff kk dd ll ss aa ;;
12 fff jjj ddd kkk sss lll aaa jjj ;;; fjdk sla;

Keep your eyes on the textbook as you key each line.

1d Improve Keystroking

Key each line once. Tap ENTER at the end of each line.

13 a a; al ak aj s s; sl sk sj d d; dl dk dj
14 j ja js jd jf k ka ks kd kf l la ls ld lf
15 a; sl a;sl dkfj a;sl dkfj a;sl dkfj asdf jk
16 a; sl a;sl dk fj dkfj a;sl dkfj fjdk a;a
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;

le i



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i Reach up with right second finger.

1f Master New Keys

19 i ik ik ik is is id id if if ill i ail did kid lid
20 i ik aid ail did kid lid lids kids ill aid did ilk
21 id aid aids laid said ids lid skids kiss disk dial

Use good posture; back and body erect; feet flat on the floor.

i

22 id aid ail fail sail jail ails slid dill sill fill
23 aid lads; if a kid is; a salad lid; kiss a sad dad
24 as ad all ask jak lad fad said ill kill fall disks
25 is all sad lass a lid; is silk; silk disk; dad is;

26 as as ask ask ad ad lad lad all all fall fall asks
27 as asks did disk ail fail sail ails jail sill silk
28 ask dad; dads said; is disk; kiss a lad; salad lid
29 fill a sail; aid a lad; is silk; if a dial; a jail
30 is a disk; dads said; did fall ill; if a lass did;

1g Build Skill



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 key their research reports 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.



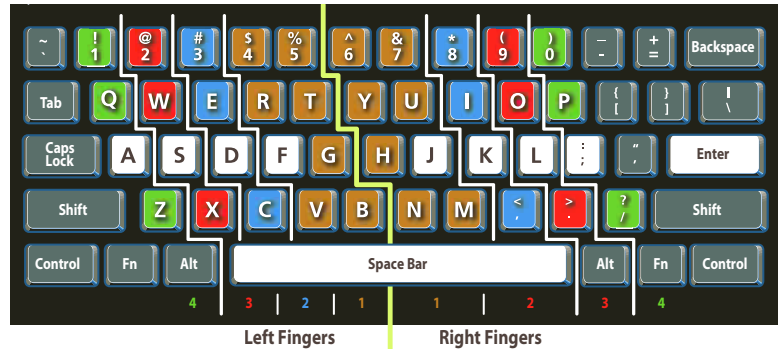
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Lesson 1R Review

Warmup Lesson 1Ra Warmup



Fingers curved and upright



1 ff dd ss aa ff dd ss aa jj kk ll ;; fj dk sl a; a;
2 fj dk sla; fjdk sla; a;sl dkfj fjdk sla; fjdk sla;
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

Skill Building

1Rb Improve Techniques

Key each line once.

Move fingers without moving your hands; eyes on textbook.

5 f j fjf jj fj fj jf dd kk dd kk dk dk dk
6 s ; s;s ;; s; s; s; aa ;; aa ;; a; a; a;
7 fj dk sl a; fjdk sla; jfkd lsa; ;a ;a ;s
8 f j fjf d k dkd s l sls a ; fj dk sl a;a
9 a; al aka j s s; sl sk sj d d; dl dk djd
10 ja js jd jf k ka ks kd kf l la ls ld lf l

1Rc Improve Keystroking

11 f fa fad s sa sad f fa fall fall l la lad s sa sad
12 a as ask a ad add j ja jak f fa fall; ask; add jak
13 ik ki ki ik is if id il ij ia ij ik is if ji id ia
14 is il ill sill dill fill sid lid ail lid slid jail
15 if is il kid kids ill kid if kids; if a kid is ill

Lesson 2 E and N

Warmup Lesson 2a Warmup

1 ff dd ss aa ff dd ss aa jj kk ll ;; fj dk sl a; a;
2 fj dk sl a; fjdk sla; a;sl dkfj dk sl a; fjdk sla;
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



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e Reach up with left second finger.



© Cengage Learning

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

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

2c All Reaches Learned

Skill Building

2d Improve Techniques

1. Key each line once.
2. Keep your eyes on the copy.

Reach with little finger; tap ENTER; return to home key.

15 if a lad;
16 is a sad fall
17 if a lass did ask
18 ask a lass; ask a lad
19 a;sldkfj a;sldkfj a;sldkfj
20 a; sl dk fj fj dk sl a; a;sldkfj
21 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

2e Improve Keystroking

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

2f Build Skill

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

Keep your eyes on copy; key words at a steady pace.

2g Improve Techniques

- Key each line once.

33 send land skin faded sand kind line nine sale fail
34 dense sales lakes jaded likes jails salad kale inn
35 lad likes kale; lass likes silk; add a fee; is ill
36 kids in a lake; if in need; ask a lass; lad is ill

Lesson 3 Review

Warmup Lesson 3a Warmup



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 Build Skill

Key each line once.

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 jak
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 | fad is
12 sees a lake | sees a lake | as a deal | sell sled | a sale

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: stroke double letters at a steady, unhurried pace

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 Improve Keystroking

3d Build Skill

19 and and land land el el elf elf self self ail nail
20 as as ask ask ad ad lad lad id id lid lid kid kids

phrases: think and key as phrases

21 if if | is is | jak jak | all all | did did | nan nan | elf elf
22 as a lad | ask dad | fed a jak | as all ask | sales fad
23 sell a lead | seal a deal | feel a leaf | if a jade sale
24 is a | is as if | a disk | aid all kids | did ski | is a silk

3e Improve Techniques

Key each line once.



Tap Space Bar with down-and-in motion.

reach review

25 ea sea lea seas deal leaf leak lead leas flea keas
26 as ask lass ease as asks ask ask sass as alas seas
27 sa sad sane sake sail sale sans safe sad said sand
28 le sled lead flee fled ale flea lei dale kale leaf
29 jn jn nj nj in fan fin an; din ink sin and inn an;
30 de den end fen an an and and ken knee nee dean dee

3f Timed Writing

Key lines 31–34 for 1'.
If you finish before time
is up, repeat the lines.

Note:
1' = 1 minute
30" = 30 seconds

31 el eel eld elf sell self el dell fell elk els jell
32 in fin inn inks dine sink fine fins kind line lain
33 an and fan dean elan flan land lane lean sand sane
34 sell a lead; sell a jade; seal a deal; feel a leaf

Lesson 4 Left Shift, H, T, Period

Warmup Lesson 4a Warmup

home row 1 al as ads lad dad fad jak fall lass asks fads all;
e/i/n 2 ed ik jn in knee end nine line sine lien dies leis
all reaches 3 see a ski; add ink; fed a jak; is an inn; as a lad
easy 4 an dial id is an la lake did el ale fake is land a

New Keys



4b Left Shift and h



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



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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

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

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;

4c All Reaches Learned

4d Improve Keystroking

Key the drill once. Strive for good control.

4e t and . (period)



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t Reach up with left first finger.



© Cengage Learning

. (period) Reach down with right third finger.



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

Space once after a period.

. (period)

21 .l .l l.l fl. fl. L. L. Neal and J. N. List hiked.
22 Hand J. H. Kass a fan. Jeff did. Hank needs ideas.
23 Jane said she has a tan dish; Jed and Lee need it.
24 I did tell J. K. that Lt. Lee 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. Jane Kane ate at ten.
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
29 he he heed heed she she shelf shelf shed shed she
30 it is if id did lit tide tide tile tile list list

4f Improve Keystroking

Skill Building

4g Build Skill

31 he has; he had; he led; he sleds; she fell; he is
32 it is; he hit it; he is ill; she is still; she is
33 Hal and Nel; Jade dishes; Kale has half; Jed hides
34 Hi Ken; Helen and Jen hike; Jan has a jade; Ken is

Lesson 4R Review

Warmup Lesson 4Ra Warmup



home row 1 sad lad hall lad sale ask jak add aka fall fad ha;
review 2 H. Le Ki J. tan tin hit at tat nat hat nit Lt. hid
all reaches 3 Jed is in sales; Kate ate fish. Hank hit his head.
easy 4 sit dial and land fit then half din hand lend disk

Skill Building

4Rb Improve Keystroking

Key the drill once.

Think and key words and phrases.

words 5 slain tent Kent lent tea Jill Ned fed said laid he
phrases 6 he fakes | she hikes | his lead is safe | she and I fish
sentences 7 Nan is ill; Jo is at the lake; Jake is at the Inn.
sentences 8 Jed Hess did ski. Kit and I fished. Lisa ate fish.
sentences 9 Hank ate his salad. Jane has the disk in the tent.
sentences 10 He said that Nate left the lake and is at the Inn.

4Rc Build Skill

11 shelf lead jiff lead sand find dine kind fend tent
12 kale sake takes deal tended salad jaded dined left
13 if I sell it; seek a deal; find a tent; at the Inn
14 He asked Ken; I need a fan; Jo sells jade and land.
15 Linda likes to hike; Jan likes to eat at the lake.

4Rd Timed Writing

1. Take two 1' timed writings.
If you finish before time is up, begin again.
2. Use wordwrap.

Wordwrap: Text within a paragraph moves automatically from one line to the next; tap ENTER only to begin a new paragraph.

Use wordwrap ↓
Janet sat in the tent, and then she fished at the
lake. Janet and her dad did find the disk in the tent
at the lake. Helen and the dean ate a salad at the
Inn; then she asked the dean if he had a keen idea.
Jean said the dean had nine keen ideas.

Lesson 5 R, Right Shift, C, O

Warmup Lesson 5a Warmup

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. Hank 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



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r Reach up with left first finger.



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



r

5 r rf rf rfff rfff 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

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
16 Renee is ill. Fred read to her. Ed Finn left here.
17 All is still as Sarah and I fish here in the rain.
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.

5c All Reaches Learned

5d Improve Keystroking

Key each line once.

5e c and o



© Cengage Learning

c Reach down with left second finger.



© Cengage Learning

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

Skill Building

5f Improve Keystroking

26 or or for for nor nor ore ore oar oar roe roe sore
o/r 27 a rose | her or | he or | he rode | or for | a door | her doll
28 en en end end ne ne need need ken ken kneel kneels
e/n 29 lend the | lend the | at the end | at the end | need their
30 ch ch check check ck ck hack lack jack co co cones
c/o 31 the cot | the cot | a dock | a dock | a jack | a jack | a cone
32 Carlo Rand can call Rocco; Cole can call Doc Cost.
all reaches 33 Trina can ask Dina if Nick Corl has left; Joe did.
34 Case sent Carole a nice skirt; it fits Lorna Rich.

5g Build Skill

35 is is tis tis it it fit fit tie tie this this lits
i/t 36 it is | it is | it is this | it is this | it sits | tie fits
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 5R Review

Warmup Lesson 5Ra Warmup



r/c/o/right shift 1 circle order record Frank Sarah Tonia Henri candor

r/c/o 2 effort trick scroll control clone donor salon corn

right shift 3 Sandra Forde Addie Crone Stan Jackson Rhonda Caine

all reaches 4 Jeff drank his cold tea and ate cookies in a tent.

Skill Building

5Rb Improve Keystroking

1. Key each line once.
2. Keep your eyes on the copy.

Think and key words and phrases as units.

words 5 choice rejoice north crank drank cross craft order

6 creaked kitchen store lost frost train rained horn

phrases 7 to go north | I left at noon | reach it | he liked Janet

8 Fred chose one | Connie cooked | Daniel ate fried food

sentences 9 Carl and Jack left for a short train ride at noon.

10 Lee and Jo can cook for their friends in the tent.

o/r 11 or cork for nor sore tore rote lore snore ore core

12 his or her | she rode | at the door | she tore her skirt

c/o 13 close choose color cork corn coal ocean cold scorn

14 close the door | choose a color | for a dock | cook corn

all reaches 15 Joan and Clark selected a nice color for the dock.

16 Dick sent Lori a nice skirt and Frank a red shirt.

5Rc Build Skill

5Rd Timed Writing

1. Key a 1' timing; use wordwrap—do not return at the end of the line. If you finish before time is up, begin again.
2. Key a 1' timed writing at a slower but fluent pace.

Connie said that her son can cook for her friends at noon. He is a trained chef and likes to cook for others. He can locate and choose the food. Harold offered to do all of the dishes. I think that is also a nice offer.

wordwrap ↓