

## Lesson 1 Tips

### Home row and space bar reaches and the Qwerty Keyboard

#### The QWERTY Keyboard

Take a look at the main typing area of your keyboard. This is the section you normally use to type words, symbols, numbers, and many Windows commands and instructions. This is the section of the keyboard where you'll do most of your typing. By devoting consistent time and effort into this class, you'll learn to use the keyboard without looking at the keys, and you'll develop your own typing style with ever-increasing accuracy and ease.

The first six letter keys on the top line spell out QWERTY (pronounced "kwer-tee"). Early versions of the mechanical typewriter used the QWERTY arrangement, and since millions of people learned to type on this style of keyboard, it's now standard equipment on PCs and workstations.

Computer manufacturers have added new function and command keys to the computer keyboard, but all QWERTY keyboards have these features:

- The number keys run along the top line from 1 through 0 (zero).
- When you hold down either of the SHIFT keys, the number keys produce symbols, such as !, @, #, \$, and %.
- Most punctuation marks are in the lower right-hand corner of the main typing area of the keyboard, with the exception of parentheses, which are on the 9 and 0 (zero) keys.
- The rest of the keys are the 26 letters of the alphabet.
- If you press the SHIFT key, you'll type the capital or uppercase form of the letter—A, for example. If you don't press the SHIFT key, you'll type the lowercase form—a.

The other keys you'll use regularly in typing are the space bar, the ENTER key, and the BACKSPACE key. The SHIFT, ENTER, and BACKSPACE keys may be larger and colored differently than the others, depending on your keyboard. This is so you can more easily find them from any position on the keyboard.

#### The Home Row and Space Bar Reaches



The *home keys* are where your fingertips rest while you're poised for typing, and we call this row of keys the *home row*. The fingertips of your left hand rest on the asdf keys.

- The little finger of the left hand rests on the a key.
- The ring finger rests on the s key.
- The middle finger rests on the d key.
- The index or pointer finger is on the f key.
- You usually don't use your left thumb in typing.

The fingertips of the right hand rest on the jkl; keys.

- The index or pointer finger rests on the j key.
- The middle finger on the k key.
- The ring finger on the l key.
- The pinky finger on the semicolon (;) key.
- The right thumb rests on or is over the space bar.

Notice that your fingers don't completely cover all the keys on the home row.



To type, strike each key firmly and quickly with the appropriate finger, and then return that finger to its home position. Keep the other fingers close to the home keys. Press the space bar sharply with the side of the right thumb. The ENTER key is on the home row on most keyboards. To type the ENTER key, reach over with your right pinky finger and press it.