

Keyboard Mastery Lesson 3 Tips

In Lesson 3, you'll learn the O, R, and N reaches.

This lesson is set up similar to Lesson 2 with twelve 15-second timings (Lines 1 through 12); three 30-second timings (Lines 13 through 15); and three 1-minute timings (Lines 16 through 18). Remember that you can't have any errors with the 15- and 30-second timings; so if you make a mistake during one of these timings, click the Timer button to restart the timing.

The lesson starts with three 15-second warm-ups. Start with Line 1 and type as much as you can for 15 seconds. If you finish the line, press ENTER and type the line again. Type until the timer stops. When you have a score for Line 1 you can move on to Line 2. And when you have a score for Line 2, you can move on to Line 3.

The Reach to the O Key

Lines 4 through 6 are 15-second timings where you'll learn the reach to the o key. I think you'll find this an easy reach. Use your right ring finger to type the o, so the reach is from the l to the o. After you strike the o, return your ring finger to the l key on the home row. Try to keep your pinky on or very close to its home position on the semicolon key.



Keeping your fingers slightly curved on the home row, reach up with your ring finger, touch the o, and then return your pointer finger to the l key. Practice moving your finger from the l to the o a few times while looking at the keys. Now close your eyes and practice, reaching up and touching the o and going back to the l key 25 times.

The Reach to the R Key

Lines 7 through 9 are 15-second timings for the reach to the r key, which you type with your left pointer finger. I think you'll find this to be an easy keystroke because it's a short reach up from the f key. Find the f and r keys on your keyboard, and let's try out the reach.



Keeping your fingers slightly curved on the home row keys, reach your left pointer finger up from the f key to the r key, and then return your pointer finger to the f key. Practice moving your finger back and forth from the f to the r while looking at the keys. Do this a few times. Then close your eyes and practice, reaching up and touching the r key, and then returning your finger to the f. Do this 25 times to get the feel of the reach without looking at your keyboard.

When you feel comfortable with the reach, do Lines 7 through 9, one line at a time, of course! If you make errors on a 15-second timing, you need to type the line again.

The Reach to the N Key

The next reach you'll practice in this lesson is the reach to the n key, which is with your right pointer finger. To type the n, you'll reach down to the n from the j key, strike the n key, and then move your finger back to the home position on the j key. Keep the other fingers on or close to the home keys. As usual, your wrists should be parallel and slightly raised above the keyboard. Keep your elbows down to your sides and your back straight. Your accuracy will be better if your posture's good.



Look at your keyboard to find the j and n keys. Now practice the reach without striking the keys. Instead, watch your finger move down to the n and back down to the j. Do this several times to get the feel of the reach. Concentrate on keeping your other fingers on the home row keys while you move just your right pointer finger to the n and back to the j. Now close your eyes and practice the reach again and again, until it feels comfortable. Don't strike the keys just yet; just practice the reach to get the feel of the movement of your finger.

When you feel comfortable with the reach, do the 15-second timings for Lines 10 through 12.

You'll get a chance to practice all the keys you've learned so far with the 30-second timings in Lines 13 through 15. Remember that no errors are allowed for the 30-second timings.

The last three lines in this lesson consist of 1-minute timings. If you finish a line before the timer stops, press ENTER and type the line again. Continue typing until the timer stops. If you stop typing, the program will time you out and you'll have to type the line again. If you make more than one error, click the Timer button to start the timer over.

Good luck!