

Keyboard Mastery Lesson 5 Tips

In Lesson 5, you'll learn the i, Period (.), and Right Shift reaches.

This lesson is set up similar to Lessons 2 through 4 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 if you make an error during the 15- and 30-second timings, you'll need to 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 i Key

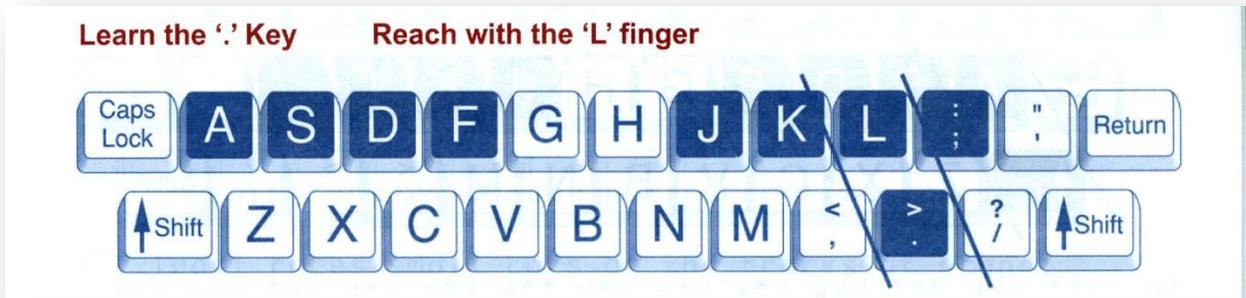
Lines 4 through 6 are 15-second timings where you'll learn the reach to the i. This reach is fairly easy with a short reach up from the k key. Find the i and k keys on your keyboard. So to type an i, reach your middle finger up slightly from the k key, strike the i, and then return your finger to the k on the home row.



Watch as you quickly reach up from the k key to the i key, then back to the k key; and practice this reach enough times to feel comfortable with it. When you're ready, close your eyes and practice another 25 times. Next, log in to Lesson 5 at <http://login.keyboardingonline.com/> to do Lines 4 through 6.

The Reach to the Period (.)

Lines 7 through 9 are 15-second timings for the reach to the period, which is from the l to the period with your ring finger on the right hand. Some of the reaches to the keys on the bottom row are difficult; in fact, I find the reach to the period tough! On these difficult reaches, it's so important that your fingers are curved and your wrists are straight. Having low wrists and straight fingers can be painful when you're reaching down for the period.



Find the l and the period (.) keys on the right side of your keyboard. Watch as you curl your right ring finger down to the period then back up to the l key. Concentrate on keeping your other fingers on the home row keys as you move your finger from the l to the period then back to the l. Curve your finger on the home row keys and try again . . . l to period, and then back to l.

Once you have the feel of the reach, close your eyes and practice moving your finger from the l to the period **50 times**. You may need to practice more with this reach, as it's one of the more difficult ones.

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.

Learn the Right Shift Key

Now let's talk about the right SHIFT reach, which is similar to the left SHIFT reach you learned in the last lesson. The reach to the right SHIFT is from the semicolon to the SHIFT key with the pinky finger on your right hand. On most keyboards, the right SHIFT is a slightly longer reach than the left SHIFT, so you might find this reach a little less comfortable than the left SHIFT reach.

Learn the Right Shift Key Reach with the ‘;’ finger

Place your right hand on the home row. Keep your ‘J’ finger lightly on the ‘J’ key while you lift up your ‘;’ finger and hold down the Right Shift key. Type a letter with the left hand. Always leave the ‘J’ finger in place as a guide so the fingers can return to the home row easily. This is how you make capital letters with the left hand.

Depending on the setup, you will space once or twice after a period between sentences.

To capitalize a letter that you strike with the left hand (the S in Seattle, for example), use the right SHIFT key, like this:

- Reach over with your right pinky and press the SHIFT key.
- While holding down the SHIFT key, use a finger on your left hand to tap the letter you want to capitalize.
- Release the SHIFT, and return your pinky to its HOME position.
- Don't try to strike the keys simultaneously, as you may strike one key before the other. It's best to hold down the SHIFT key first and continue to hold it down while striking the other key on your keyboard. You may release the two keys simultaneously.

To help your brain learn the reach, let's practice a bit you proceed with Lines 10 through 18.

Find the semicolon and SHIFT keys on the right side of your keyboard. Watch as you move your right pinky down to the SHIFT and then back up to the semicolon. You'll really need to concentrate on keeping your other fingers on the home row keys as you move your pinky down to the SHIFT key.

Watch as you move your pinky down to the SHIFT and then back to the semicolon. Are your fingers curved? They should be! Once you think you have the correct movement of your pinky and you're keeping your other fingers on the home row keys, close your eyes and practice the reach from the semicolon to the SHIFT 50 times. If you find this reach difficult, feel free to practice it a few extra times.

When you feel comfortable with the reach, do the 15-second timings for Lines 10 through 12 where you'll type the following capital letters: A, D, T, F, and S.

You'll get a chance to practice sentences with the left and right SHIFT keys with the 30-second timings in Lines 13 through 15; and you'll type sentences that begin with capital letters you type with the right SHIFT key when you do the 1-minute timings in Lines 16 through 18.

Space once after the semi-colons in these lines. Remember that no errors are allowed for the 30-second 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!