

Keyboard Mastery Lesson 6 Tips - Comma, U, and Caps Lock

In Lesson 6, you'll learn the comma, U, and Caps Lock reaches.

This lesson is set up similar to the others you have worked on 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. 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 Comma (,) Key

Let's start with the comma (,) reach, which you type with the middle finger of your right hand. The reach to the comma is from the k key. If you find this reach difficult, plan to spend extra time practicing it. To help your brain learn the reach, let's practice a bit before you get started with Keyboard Mastery Lesson 6.



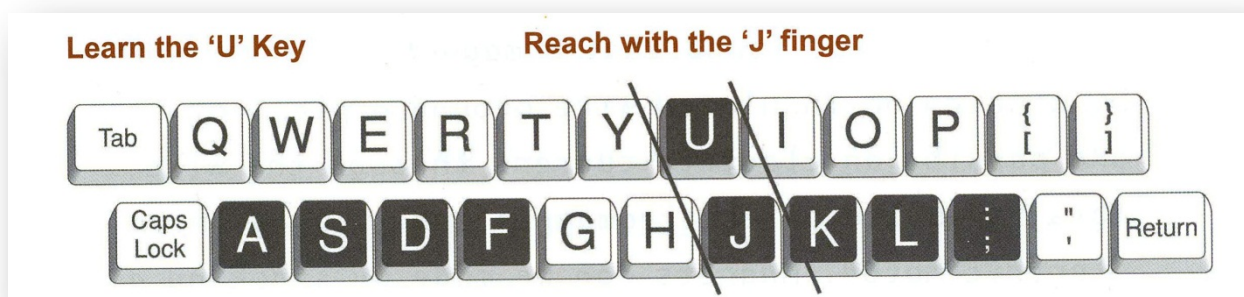
Find the k and comma keys on the right side of your keyboard. Watch as you curl your right middle finger down to the comma and then back up to the k key. Concentrate on keeping your other fingers on the home row keys as you move your finger down to the comma and touch the comma with the tip of your finger. Watch as you move your finger down to the comma and then back to the k. Close your eyes and practice the reach from the k to the comma 50 times, since it's a more difficult reach.

Now, practice the comma reach with the 15-second timings in Lines 4 through 6.

The Reach to the U Key

Lines 7 through 9 are 15-second timings for the reach to the u key, a fairly easy reach with your right pointer finger. Look for the u and j keys on your keyboard. After you strike the u, return

your right pointer to the j key. Instead of looking at your keyboard for the j key, feel for the ridge on the j when returning your finger to the home row key. (There's a ridge on the f key as well.)



With your fingers curled on the home row keys, the u is just a short reach up. How refreshing after the reach to the x! Practice moving your pointer finger from the j to the u a few times while looking at the keys. Then close your eyes and practice the reach 25 times.

The Caps Lock Reach

All computer keyboards allow typing of both capital and small letters (uppercase and lowercase). There are two ways to type capital letters on a computer: with one of the Shift keys and with the Caps Lock key.

If you're typing a long string of capital letters, you can press the Caps Lock key to lock the keyboard into uppercase mode, enabling you to type capital letters without having to hold down the SHIFT key. When you want to type several capital letters together, I suggest using Caps Lock. The Caps Lock key is next to the A key on standard keyboards.



The Caps Lock key is a toggle key---meaning that if you press it down, it is on; if you press it again, it is off. Many keyboards have a light on the Caps Lock key or another place on the keyboard to indicate when the Caps Lock key is on.

When you're ready, practice typing capital letters with the Caps Lock key by doing 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. All three of these lines are sentences, so you may find them easier to type than non-sentences. Remember to use the Caps Lock key in Line 15.

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. Line 18 has two sentences. Remember to press the Space Bar one time after a period and any other ending punctuation.

Happy typing!