

Keyboard Mastery Lesson 7 Tips – B, P, and W

In this lesson, you'll add three reaches to your typing repertoire: the b, p, and w.

This lesson is like the others you have worked with so far in that it includes 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).

The lesson starts with three 15-second warm-ups. Remember to use the left SHIFT key when typing the L and J keys in the 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. 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

The Reach to the B Key

The b reach isn't particularly hard or easy; however, some students tell me they have trouble with it, especially those with small hands or short fingers.

Find the f and b keys on the left side of your keyboard. Watch as you stretch your left pointer finger down to the b and then back up to the f key. Unless you have really small fingers, you should be able to keep your other fingers on the home row keys as you move your pointer finger downward from the f to the b and then back to the f. If you feel your fingers moving when you reach for the b, make sure to keep your pinky on the a key. Feel for the ridge on the f key as you move your pointer finger back to the f key. There's a ridge on the j key too, to help you find your way home without looking at the keys!



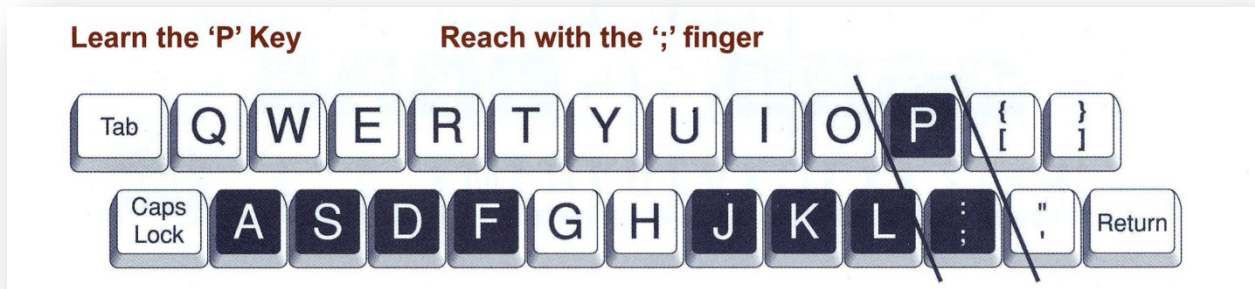
Watch as you try the reach again. After trying the reach a few times, close your eyes and practice the reach from the f to the b 25 times. If you need to practice a few more times, that's okay.

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

The Reach to the P Key

Lines 7 through 9 are 15-second timings for the reach to the p key.

The reach to the p is from the semicolon with your right pinky. After you strike the p, return your right pinky to the semicolon key on the home row. Keeping your fingers slightly curved on the home row, reach up with your pinky, touch the p, and then return your pinky to the semicolon key. You may need to roll the fingers on your right hand slightly forward when reaching up to type the p.



Practice moving your pinky from the semicolon to the p a few times while looking at the keys. Then close your eyes and practice reaching up, touching the p key, and then going back to the semicolon key. Do this 25 times before typing Lines 7 through 9.

The Reach to the W

The reach to the w is with your left ring finger. I think you'll find this a fairly easy keystroke because it's a short reach up from the s key. Find the s and w keys on your keyboard, and let's try out the reach.



Keeping your fingers slightly curved on the home row keys, reach your left ring finger up from the s key and touch the w key with the tip of your finger, and then return your ring finger to the s key. Practice moving your finger back and forth from the s to the w while looking at the keys. Do this a few times; then close your eyes and practice, reaching up and touching the w key then

returning your finger to the s. Do this 25 times to get the feel of the reach without looking at your keyboard.

When you're ready, practice reach, do the 15-second timings for Lines 10 through 12.

30-Second Timings

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.

1-Minute Timings

The last three lines in this lesson consist of 1-minute timings, and all three lines are sentences. In Line 18, space once after the period used in the Ms. and Mr. abbreviations. 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.

Have fun!