

## Keyboard Mastery Lesson 8 Tips – G, Colon, and W

In this lesson, you'll add three reaches to your typing repertoire: the g, colon (:), and w.

This lesson is like the others you have worked with 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 appropriate SHIFT key when typing a capital letter. 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 G Key

You make the reach to the g with the pointer finger of your left hand. I think you'll find this very easy because it's a short reach from the f key on the home row. Find the f and g keys on your keyboard, and let's try it.



Keeping your fingers slightly curved on the home row keys, reach your left pointer finger from the f and touch the g with the tip of your finger, and then return your pointer finger to the f key. Practice moving your finger back and forth from the f to the g while looking at the keys. Do this a few times; then close your eyes and practice the reach 25 times to get the feel of it without looking at your keyboard.

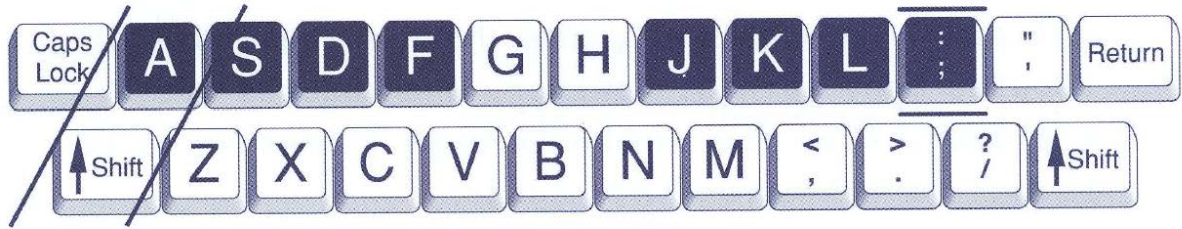
### The Reach to the : (colon) Key

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

The colon shares the key with the semicolon on the right side of the keyboard. Because the colon is on the top of the key, you'll use the left SHIFT key to type it. So, the reach to the colon (:;) is with your right pinky along with your left pinky for the left SHIFT key. The most difficult part of this reach is using the left SHIFT key. I suggest you hold down the left SHIFT key, and while holding it down strike the colon key with your right pinky. You can release the two keys at the same time.

### Learn the ':' Key

### Reach with the Shift and the ';' finger



Notice that the ':' and ';' are both on the same key. When there are two options on one key, the top one is obtained by using the shift key. Depending on the 'Setup', you may be asked to press the spacebar once (default) or twice after a colon.

Practice moving your pinky from the a key to the left SHIFT key and think about striking the colon key. Do this 25 times before typing Lines 7 through 9. In Lines 8 and 9, space twice after the colon.

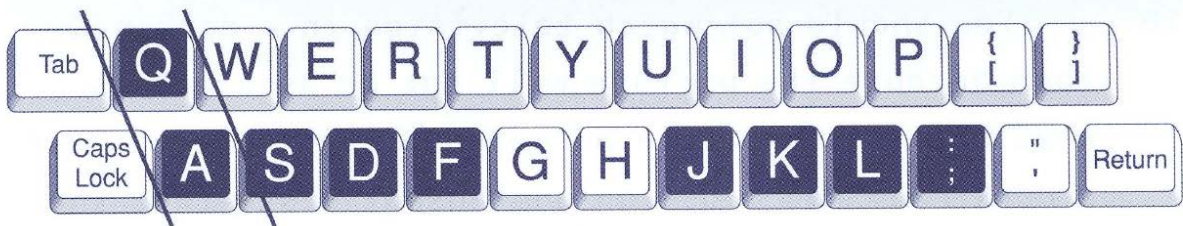
### The Reach to the Q

The reach to the q is with the pinky finger of your left hand. This reach isn't as easy as some of the ones on the top row of letters, but it's easier than the reaches on the bottom row. Find the a and q keys on your keyboard, and let's try the reach.

Keeping your fingers slightly curved on the home row keys, reach your left pinky finger from the a and touch the q with the tip of your finger; then return your pinky finger to the a key. You may need to rotate your hand slightly to reach up to the q. When you stretch your finger up to the q, your pinky will be pretty straight.

### Learn the 'Q' Key

### Reach with the 'A' finger



Practice moving your pinky back and forth from the a to the q while looking at the keys. Do this a few times; then close your eyes and practice the reach 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. Remember to press the space bar space twice after typing a colon.

### 1-Minute Timings

The last three lines in this lesson consist of 1-minute timings, and all three lines are sentences. In Line 16, space twice after typing the colon and use the CAPS LOCK key to type *HAUNTED HOUSE ATTIC*.

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!